

## **Madison College Outstanding Employee Award/Team Award Nomination Form**

**DEADLINE:** All completed nomination forms must be received by CETL no later than 4:00 p.m. on Wednesday, September 15, 2010. You may submit and/or sign more than one nomination form but you must use separate forms for each nominee. Photocopies of the form are acceptable; however, photocopied signatures are not. The form will be available online at <http://madisoncollege.org/in/nomination-instructions>; but it is not considered a complete nomination form until the original signature page is received. On-line nomination forms must meet the same deadline as the hardcopy forms. Submit on-line to CETL at [rlcraig@matcmadison.edu](mailto:rlcraig@matcmadison.edu)  
Completed forms should be submitted to:

CETL  
Madison College Recognition & Awards Committee  
3550 Anderson Street  
Madison, WI 53704

### Rules for **Nominators:**

1. Must be an employee of the district.
2. Must include the original signatures of four additional individuals who also endorse your nominee.
3. Must include an original statement of support from each nominator. The supporting statement does not need to be on the form provided; a separate sheet attached to the nomination form is acceptable. These supporting statements should address a specific criteria.
4. Are encouraged to have a team of nominators that is cross-functional (i.e., a combination of faculty, support staff, administrators, and students).
5. A total of five signatures are required for each nomination.
6. Others in the college community familiar with the nominee's contributions may be contacted during the assessment process.

### Rules for **Nominees:**

1. Must have been a full- or part-time employee of Madison College effective July 1, 2009.
2. May be any full- or part-time individual or any team that has performed to an exceptional standard. This does not include student/work study, temporary agency, or casual employees.
3. An employee who has already received an individual award may not receive any other individual award as long as he/she works in the same position
4. A team that has already been recognized with an award is not eligible to receive another team award unless there has been a staffing change of at least 50% or five years have elapsed since the last award.

**DIRECTIONS:** Complete the following information explaining why your candidate or team should be considered for an Outstanding Employee or Team Award. All information must be on this form. Please do not add extra pages or letters of recommendation, they will not be reviewed. If details are sketchy your candidate's point total will be low, possibly preventing your candidate from being chosen.

**SPECIAL NOTE:** The criteria used to assess each nomination include; 1) the nominators description of the extent that the employee exceeds expectations as they relate to our values of Excellence, Respect, and Integrity. 2) The concrete testimony and examples supplied by the supporting statements.

### **PAST RECIPEINTS:**

Find past recipients on the Web at <http://madisoncollege.org/in/recognition-awards-past-recipeints>.

## **CRITERIA:**

The three (3) attributes by which the committee evaluates each nominee are the college Values of Excellence, Respect and Integrity. Describe how the nominee exceeds expectations in these three (3) areas and give examples for each area.

I. Describe how the nominee(s) exceeds expectations as they relate to **Excellence** by:

- A. consistently exceeding the needs and expectations of learners and the community we serve;
- B. continuously improving the learning environment;
- C. demonstrating a belief in the philosophy of lifelong personal and professional development;
- D. demonstrating pride in doing the work, how the work is accomplished, and where we work;
- E. consistently producing high-quality work.

II. Please describe how the nominee(s) exceeds expectations as they relate to **Respect** by:

- A. demonstrating consideration to colleagues and learners in daily activities and interactions;
- B. considering the talents, feelings, and contributions of all in interactions and behaviors;
- C. practicing active listening and collaboration in daily work;
- D. valuing opinions, diverse cultures, backgrounds, lifestyles, and abilities;
- E. demonstrating through teamwork the understanding that inclusion increases strength and performance.
- F.

III. Please describe how the nominee(s) exceeds expectations as they relate to **Integrity** by:

- A. speaking and acting truthfully and honestly;
- B. following through on commitments;
- C. welcoming constructive assessment and suggestions for improvement;
- D. conscientious, an uncompromised leader who does the right thing;
- E. ethical actions and reactions to situations that occur.

**Nominee's Name:**

**Nominee's Job Title/Position:**

**Department/Work Unit: Campus:**

**Lead Nominator's Name: Phone: 2**

Please describe how the nominee(s) surpasses expectations as they relate to **Excellence** :

I. Please describe how the nominee(s) surpasses expectations as they relate to **Respect:**

II. Please describe how the nominee(s) surpasses expectations as they relate to **Integrity:**

**Name of Nominee or Team:** \_\_\_\_\_

\_\_\_\_\_  
**Lead Nominator's Name**

\_\_\_\_\_  
**Nominator's Signature**

\_\_\_\_\_  
**Date**

Each supporting statement should show evidence of excellence, respect or integrity.

**Supporting Nominations**

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Date

**Supporting Statement**

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Name (typed or printed)

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Signature

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Date

**Supporting Statement**

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Name (typed or printed)

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Signature

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Work Phone

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Date

**Supporting Statement**

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Name (typed or printed)

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Signature

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Work Phone

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Date

**Supporting Statement**

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