



## **Administrator Excellence Award**

Middle Georgia College's Administrator Excellence Award is designed to honor administrators for their excellent performance and their outstanding contributions to the college.

### **Eligibility**

Nominees must be full time administrators with a minimum of one academic year of continuous service at Middle Georgia College at the time of nomination. Past award recipients are eligible to be nominated again.

### **Award Criteria**

The individual nominated should be a person who significantly contributes to:

- shaping and advancing the college's mission and goal;
- promoting opportunities for leadership, training and mentoring;
- supporting the efficient and effective operation of the college; and
- fostering clear communication among college administrators, faculty, staff and students.

One award will be presented each year. The award recipient will receive a plaque in August at the Fall Kickoff. The recipient will also be featured on the college website and recognized in appropriate media outlets.

### **Nomination Process**

Any Middle Georgia College employee, including staff, faculty and administrators, can nominate an administrator for the Administrator Excellence Award. Self nominations are permitted.

### **Nominations must include:**

1. Nomination Form (Nominator may consult Nominee in completion of form)
2. Nominee's job description (maximum 1 page)

**The above materials should be submitted to:** The Recognition Committee (Johnny McMoy)

**Deadline for Nominations:** May 15, 2010



# MIDDLE GEORGIA COLLEGE

## ADMINISTRATOR EXCELLENCE AWARD

### Nomination Form

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Nominations must include:

1. This nomination form (Nominator may consult Nominee in completion of form)
2. Job Description (maximum 1 page)

Reasons for Nomination:



## **Staff Excellence Award**

Middle Georgia College's Staff Excellence Awards are designed to honor staff members for their excellent performance and their outstanding contributions to the college.

### **Eligibility**

Nominees must be full time, non-academic staff members with a minimum of two years of continuous service at Middle Georgia College at the time of nomination. Past award winners are eligible to be nominated again.

### **Award Criteria**

- Service to the department and college.
- Service to the university community (for example, serving on committees, staffing or organizing events or university functions, and other voluntary university activities).
- Daily interaction with fellow staff members, students, and/or faculty.
- Other notable activities.

A maximum of two awards may be presented each year. Award winners will receive a plaque at the college's Honors and Awards ceremony. Winners will also be featured on the college website and recognized in appropriate media outlets.

### **Nomination Process**

Any Middle Georgia College employee, including staff, faculty and administrators, can nominate a staff member for the Staff Excellence Award.

### **Nominations must include:**

1. Nomination Form
2. Nominee's job description (maximum 1 page)

**The above materials should be submitted to:** The Recognition Committee (Johnny McMoy)

### **Selection**

Award recipients will be selected by a committee appointed by the Chair of the Recognition Committee. The committee will include faculty and staff.

**Deadline for Nominations:** May 15, 2010



# MIDDLE GEORGIA COLLEGE

## STAFF EXCELLENCE AWARD

### Nomination Form

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Nominations must include:

1. This nomination form
2. Job Description (maximum 1 page)

Reason for Nomination:



## **The Bright Idea Award**

Middle Georgia College's Bright Idea Award is designed to recognize individuals who have an innovative idea for a new initiative or solution to a workplace challenge, big or small. It is designed to promote improvement of the processes (i.e. how work is accomplished) within a unit, division, and/or the college. A process improvement involves a beneficial change in the policies, procedures, or practices used by everyone who is responsible for doing a specific task or objective.

### **Eligibility**

Nominees must be full time MGC employees with a minimum of one academic year of continuous service at Middle Georgia College at the time of nomination. Individuals who demonstrate one or more of the following criteria are considered eligible for this award. Past award recipients are eligible to be nominated again.

### **Award Criteria**

- Either added value to a process or eliminated unnecessary steps from a process
- Reduced the cost of a process
- Reduced manpower needs of a process
- Improved the timeliness, accuracy, and/or relevance of a process
- Improved the end user's satisfaction with a process

A maximum of two awards may be presented each year. Award recipients will receive a plaque in August at the Fall Kickoff. The recipients will also be featured on the college website and recognized in appropriate media outlets.

### **Nomination Process**

Any Middle Georgia College employee, including staff, faculty and administrators, can nominate an employee for the Bright Idea Award. Self nominations are permitted.

### **Nominations must include:**

Nomination Form (Nominator may consult Nominee in completion of form)

**The above materials should be submitted to:** The Recognition Committee (Johnny McMoy)

**Deadline for Nominations:** May 15, 2010



# MIDDLE GEORGIA COLLEGE

## THE BRIGHT IDEA AWARD

### Nomination Form

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Nominations must include:

This nomination form (Nominator may consult Nominee in completion of form)

Reasons for Nomination:



## **The Community Service Award**

Middle Georgia College's Community Service Award is designed to recognize individuals who best exemplify the college's mission to create "a campus environment of civic engagement that improves the overall quality of life within the communities the college serves.

### **Eligibility**

Nominees must be fulltime MGC employees with a minimum of one academic year of continuous service at Middle Georgia College at the time of nomination. Individuals who demonstrate one or more of the following criteria are considered eligible for this award. Past award recipients are eligible to be nominated again.

### **Award Criteria**

- Demonstrated an exceptional personal commitment to making a difference in the community
- Improved the quality and/or efficiency of processes or procedures to better serve the community
- Served as a spokesperson or in a leadership role for a community service cause or event that improves the quality of life for the communities the college serves.

A maximum of two awards may be presented each year. Award recipients will receive a plaque in August at the Fall Kickoff. The recipients will also be featured on the college website and recognized in appropriate media outlets.

### **Nomination Process**

Any Middle Georgia College employee, including staff, faculty and administrators, can nominate an employee for the Community Service Award. Self nominations are permitted.

### **Nominations must include:**

Nomination Form (Nominator may consult Nominee in completion of form)

**The above materials should be submitted to:** The Recognition Committee (Johnny McMoy)

**Deadline for Nominations:** May 15, 2010



# MIDDLE GEORGIA COLLEGE

## THE COMMUNITY SERVICE AWARD

### Nomination Form

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Nominations must include:

This nomination form (Nominator may consult Nominee in completion of form)

Reasons for Nomination:



## **The Outstanding Advisor Award**

Middle Georgia College's Outstanding Advisor Award is designed to recognize the one individual who best exemplifies a commitment to academic advising that incorporates a philosophy and practice of partnership and engagement.

### **Eligibility**

Nominees must be full time MGC employees with a minimum of one academic year of continuous service at Middle Georgia College at the time of nomination. Individuals who demonstrate one or more of the following criteria are considered eligible for this award. Past award recipients are eligible to be nominated again.

### **Award Criteria**

The standards used to determine the award recipient may include, but not be limited to, the following areas of performance under the Annual Faculty Evaluation component:

- Quality of advising
- Accessibility to advisees
- Maintenance of advising documentation
- Professional development
- Process improvement

The award recipient will receive a plaque in August at the Fall Kickoff. The recipient will also be featured on the college website and recognized in appropriate media outlets.

### **Nomination Process**

Any Middle Georgia College employee, including staff, faculty and administrators, can nominate an employee for the Bright Idea Award. Self nominations are permitted.

### **Nominations must include:**

Nomination Form (Nominator may consult Nominee in completion of form)

**The above materials should be submitted to:** The Recognition Committee (Johnny McMoy)

**Deadline for Nominations:** May 15, 2010



**MIDDLE GEORGIA COLLEGE**  
**THE OUTSTANDING ADVISOR AWARD**

**Nomination Form**

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Nominations must include:

This nomination form (Nominator may consult Nominee in completion of form)

Reasons for Nomination:



## **Teaching Excellence Award**

Middle Georgia College's Teaching Excellence Award is designed to honor teachers for their excellent performance and their outstanding contributions to the college.

### **Eligibility**

Nominees must be full time faculty with a minimum of one academic year of continuous service at Middle Georgia College at the time of nomination.

### **Award Criteria**

The standards used to determine the award recipient may include, but not be limited to, the following areas of performance under the Annual Faculty Evaluation component:

1. Teaching Effectiveness
  - a. Classroom/Lab Activities
  - b. Syllabi
  - c. Evaluation of Student Learning
2. Advising
3. Service
  - a. Institution
  - b. Department/Division
  - c. Community
4. Professional
  - a. Academic Achievement
  - b. Professional Achievement
  - c. Development Activities
  - d. Currency in Field

### **Nomination Process**

Nominations may be made by any MGC full time employee. The nomination will be submitted to the nominee's division chair. The division chair will then submit no more than three nominations to the committee chair. (The nominee will be responsible for providing the supporting documentation to the division chair.) The nomination will then be submitted by the division chair to the committee. It should include the nomination form—to be used as a cover letter—and the supporting documentation (which should not exceed five pages).

### **Nominations must include:**

1. Nomination Form (Nominator may consult Nominee in completion of form)
2. Supporting documentation

**The above materials should be submitted to: The Recognition Committee chair**

**Deadline for Nominations:** Nomination for the Teaching Excellence Award to the division chairs by May 15<sup>th</sup>.



## MIDDLE GEORGIA COLLEGE

### TEACHING EXCELLENCE AWARD

#### Nomination Form

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reason you feel this person should be nominated:**

Name of Nominator: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Nominations must include:**

- 1. This nomination form**
- 2. Nomination Statement**

**Supporting Documentation provided by the nominator. See attached Criteria**

**Nominations should be forwarded to the appropriate Division Chair.  
Division Chair Nominations shall be forwarded to the VPAA.**



## **Teaching Excellence Award for Part-Time Employees**

Middle Georgia College's Teaching Excellence Award is designed to honor part-time teachers for their excellent performance and their outstanding contributions to the college.

### **Eligibility**

Nominees must be full time faculty with a minimum of one academic year of continuous service at Middle Georgia College at the time of nomination.

### **Award Criteria**

\*The standards used to determine the award recipient may include, but not be limited to, the following areas of performance under the Annual Faculty Evaluation component:

1. Teaching Effectiveness
  - a. Classroom/Lab Activities
  - b. Syllabi
  - c. Evaluation of Student Learning
2. Advising
3. Service
  - a. Institution
  - b. Department/Division
  - c. Community
4. Professional
  - a. Academic Achievement
  - b. Professional Achievement
  - c. Development Activities
  - d. Currency in Field

### **Nomination Process**

Nominations may be made by any MGC full time employee. The nomination will be submitted to the nominee's division chair. The division chair will then submit no more than three nominations to the committee chair. (The nominee will be responsible for providing the supporting documentation to the division chair.) The nomination will then be submitted by the division chair to the committee. It should include the nomination form—to be used as a cover letter—and the supporting documentation (which should not exceed five pages).

### **Nominations must include:**

3. Nomination Form (Nominator may consult Nominee in completion of form)
4. Supporting documentation

**The above materials should be submitted to: The Recognition Committee chair**

- **Deadline for Nominations:** Nomination for the Teaching Excellence Award be to the division chairs by May 15<sup>th</sup>.



## MIDDLE GEORGIA COLLEGE

### TEACHING EXCELLENCE AWARD FOR PART-TIME EMPLOYEES

#### Nomination Form

Name of Nominee: \_\_\_\_\_

Classification/Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reason you feel this person should be nominated:**

Name of Nominator: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Nominations must include:**

- 1. This nomination form**
- 2. Nomination Statement**

**Supporting Documentation provided by the nominator. See attached Criteria**

**Nominations should be forwarded to the appropriate Division Chair.  
Division Chair Nominations shall be forwarded to the VPAA.**