HAWAI‘I COMMUNITY COLLEGE
FACULTY & STAFF RECOGNITION PROGRAM

HAWAI‘I COMMUNITY COLLEGE
OUTSTANDING STAFF MEMBER AWARD
2016-2017

PURPOSE:
To give recognition to a UHCC civil service or APT employee for outstanding demonstrated work performance, service, leadership and/or the fostering of excellence in higher education.

ELIGIBILITY:
- Any full-time civil service or APT employee who has been employed continuously for not less than twelve (12) months in a community college.
- Any employee previously nominated may be re-nominated provided the employee has not been chosen as a recipient of this award within the last five (5) years.

CRITERIA FOR SELECTION:
Employees shall be nominated for selection based on outstanding work performance and achievement. Examples of outstanding accomplishments may include:
- Making significant improvements in the services of the college;
- Showing imaginative or creative solutions to difficult department or college problems;
- Taking an active interest and participating in departmental or college affairs;
- Having a record of competence and sustained efficiency;
- Demonstrating integrity and dedication to the Community Colleges’ mission;
- Contributing to the increased efficiency of the college of the system through such means as eliminating unnecessary duplication, economically combining operations, procedures, reports, and/or forms, or eliminating water, fire, health or accident hazards.

PROCESS:
Individual nominations may be made by any three employees and/or students who shall provide accompanying supporting evidence in writing. Nominations shall be addressed to the Chancellor. Selection of the campus nominee shall be made by a campus committee appointed by the Chancellor based on the eligibility and criteria for selection. The deadline to submit nominations to the Chancellor’s Office is March 17, 2017.
The recipient will be:

- Announced at the Hawai‘i CC’s Annual End of the Year Breakfast in early May.
- Awarded with a certificate with a $250 cash award and an allocation for $250 to be used for professional development for the academic period of 2017-2018.
- Recognized in a media announcement distributed by the campus.