UNIVERSITY of HAWAI'I®
HAWAI'I COMMUNITY COLLEGE

OUTSTANDING STAFF MEMBER AWARD
2025-2026

PURPOSE:

To give recognition to a 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 6, 2026.**

The recipient will be:

- Announced at the Hawai'i CC Annual End of the Year Celebration in early May 2026.
- 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 2026-2027.
- Recognized in a media announcement distributed by the campus.