

Outstanding Employee of the Year **AWARD**

Each year the Thomas Nelson Community College Foundation sponsors five (5) awards to be given to a high-contributing employee in each of the following classifications

Full-time Faculty * Full-time Administrative Faculty * Full-time Classified Employee * Wage (P-14) Employee * Adjunct Faculty

Nominations can be made by any Thomas Nelson faculty, staff, or administrator of the College. Information received in support of nominations will remain confidential except the name of the individual selected. No individual selected will be eligible for reselection within three (3) years following receipt of the award.

Selection Criteria for Each Award

- ▶ Made significant contributions in support of the College's mission by initiating new and innovative ideas, programs, policies or procedures
- ▶ Consistently performs duties and responsibilities above expectations;
- ▶ Makes special contributions of time, effort, and creativity to the College;
- ▶ Consistently demonstrates exemplary human relations skill;
- ▶ Fosters an environment of mutual respect and shared governance;
- ▶ Consistently demonstrates dedication to Thomas Nelson, the Virginia Community College System and the Commonwealth of Virginia;
- ▶ Consistently exhibits a high level of leadership and cooperation in working with students, co-workers, and the general public
- ▶ Involved in local community activities

The selection committee will consist of two (2) teaching faculty members, two (2) staff members, two (2) administrators, and a Foundation Board member. The Vice President for Academic Affairs and the Director of Human Resources will serve as Ex-officio members of the committee