2015
EXCELLENCE IN SUPPORT SERVICES AWARD CRITERIA

Purpose
The Excellence in Support Services Award at Durham Technical Community College is an award presented to non-faculty employees. It is designed to promote excellence and innovation and to encourage employee dedication in service to Durham Technical Community College. It seeks to acknowledge those employees whose contributions are of sufficient magnitude to be recognized by their peers, supervisors, and subordinates. Through such recognition, the award will convey to employees that the college recognizes, values, and rewards extraordinary efforts and unique accomplishments that go beyond outstanding job performance.

Eligibility and Definitions
All non-faculty full-time and continuing part-time employees below the dean and department-head level and have a minimum of two years of service at the college are eligible to be nominated and considered for this award. “Non-faculty” is defined for eligibility as a person who is not on a faculty contract and who does not carry out teaching responsibilities as part of his or her primary duties. The candidate should demonstrate outstanding performance in service to Durham Technical Community College in all of the categories detailed below. An employee is only allowed to receive this award once. An employee on a contract with special conditions is not eligible to be considered for this award.

Award
The award consists of $1,000, an Excellence in Support Services Award plaque, a designated parking space for a year, and the employee’s name and year of recognition engraved on the Excellence in Support Services plaque.

Nomination Procedures
An employee may be nominated by staff or faculty completing the Excellence in Support Services Award Nomination Form and submitting it to Tina Bryant-Allen via email (bryantat@durhamtech.edu) on or before Monday, March 30, 2015. An employee may not self-nominate and may not submit more than one nomination for award consideration each year.

Please develop a narrative, not to exceed seven pages that addresses all of the categories detailed below that are used as the selection criteria. This narrative must be formatted to address each criteria, one page per criteria, as numbered below:

1. Commitment and contributions to the mission of Durham Technical Community College and of the North Carolina Community College System.

2. Consistent, excellent performance on the job, exhibiting unselfish devotion to duty far and above normal requirements and significant contribution to the advancement of the college and our students.

3. Initiative, innovation and leadership in the workplace.
4. Responsible, efficient use of time, money, technology, personnel and/or other resources for the benefit of the college, our students, and our community.

5. Attention to professional and personal development, modeling "lifelong learning" commitment.

6. Willingness to share time and expertise through service to the college, our students, and the wider community.

7. Suggestions to the college or the system which, when implemented, resulted in substantial financial savings to one or both and which resulted in a unique program which became a model for the system or met a pressing community need.

Selection Process
Members of the Selection Task Force will be selected by the Vice President, Institutional Advancement and the most recent award recipient with the predominant membership to include previous Excellence in Support Services award recipients. Other members of the committee may be selected to provide an odd number of committee members. The most recent award recipient will serve as the Selection Task Force chair.

If a Task Force member is nominated for this award, the Task Force member must resign from the Selection Task Force and the Vice President, Institutional Advancement will name a replacement.