LEEWARD COMMUNITY COLLEGE

OUTSTANDING SERVICE AWARD
SPRING 2010

NOMINATION FORM

Purpose: To recognize LCC civil service or administrative, professional and technical (APT) employees for outstanding demonstrated work performance, service, leadership and/or 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) consecutive months at LCC. Any employee previously nominated may be renominated 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 department 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 or 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.

Value of Award: $500.00

Name of Nominee:___________________________________________________________

Nominee’s Position __________________________ Unit/Dept. ____________________

Submitted by:_____________________________________ Ext. ______________________

Nomination Narrative: Please attach a separate sheet.

DEADLINE: WEDNESDAY, FEBRUARY 24, 2010, 4:30 P.M.
CHANCELLOR’S OFFICE