Dear Colleagues,

The Academic Senate is now accepting nominations to honor some of Mt. SAC’s finest. Creating a nomination packet is a meaningful recognition for a colleague you deeply respect and admire. We encourage you to share the outstanding attributes of this special person with the entire Mt. SAC community.

Please read the guidelines carefully. **Nominations must be made by part-time or full-time faculty members.** Those who have won in the same category during the past five years are not eligible. A list of previous winners is available at the Academic Senate website under “Links to Senate Resources.”

It is the responsibility of the nominator to request recommendation letters and to assemble a packet. The committee will review all materials provided, but the following items must be included at a minimum:

|  |  |
| --- | --- |
| **Outstanding Faculty (All faculty)** | **Outstanding Classified** |
| * At least one completed nomination form: (see attached) * At least one (1) additional letter of recommendation from Mt. SAC Faculty | * At least one completed nomination form: (see attached) * At least one (1) additional letter of recommendation from Mt. SAC Faculty |
| **Outstanding Administrator/Manager** | **Outstanding Faculty (part-time)** |
| * At least one completed nomination form: (see attached) * At least one (1) additional letter of recommendation from Mt. SAC Faculty | * At least one completed nomination form: (see attached) * At least one (1) additional letter of recommendation from Mt. SAC Faculty |

Award recipients will be selected in any category with three or more complete nominations by the Senate Planning Committee and approved by the Academic Senate Executive Board. A member of the Executive Board may not nominate another member of the Executive Board. The Outstanding Faculty, Outstanding Classified, and the Outstanding Administrator will receive personal parking places for the following calendar year. Nominees who are not selected remain active nominees for the following academic year (if still eligible) and nominators may update their packets, if desired. If you have any questions, please contact the Academic Senate office at X5436 or dsmith@mtsac.edu.

Thank you,

Dan Smith, Academic Senate President

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| **All nomination packets must be completed and returned to the Academic Senate Office (4-2465)**  **or emailed to jarchibald@mtsac.edu by May 6, 2016.** |

OUTSTANDING FACULTY

NOMINEE NAME AND DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON SUBMITTING NOMINATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT INFO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR RELATIONSHIP TO THE NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer each question below. A strong application will contain specific details and examples.**

Give a brief overview of the nominee’s history at Mt. SAC.

Describe the nominee’s contributions to the department and/or campus community.

How has the nominee made an exceptional or innovative contribution to student learning?

How has the nominee demonstrated commitment to improving instructional activities?

How has the nominee supported student success outside of the classroom?

What unique accomplishments, pioneering efforts, or other contributions has the nominee made?

OUTSTANDING MANAGER/ADMINISTRATOR

NOMINEE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON SUBMITTING NOMINATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT INFO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR RELATIONSHIP TO THE NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer each question below. A strong application will contain specific details and examples.**

Give an overview of the nominee’s history at Mt. SAC.

Describe the nominee’s contributions to the campus community (campus-wide impact).

How has the nominee contributed to community or professional groups and supported student success outside of the classroom?

How has the nominee demonstrated outstanding leadership and conflict resolution?

Describe successful communication skills exhibited by the nominee.

How has the nominee supported student success on campus?

What unique accomplishments or other contributions have the nominee made?

OUTSTANDING CLASSIFIED

NOMINEE NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON SUBMITTING NOMINATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT INFO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR RELATIONSHIP TO THE NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer each question below. A strong application will contain specific details and examples.**

Give a brief overview of the nominee’s history at Mt. SAC.

Describe the nominee’s professionalism and exemplary/outstanding job performance.

How has the nominee demonstrated commitment to MT. SAC’s mission?

How has the nominee served students and/or the campus community?

How has the nominee participated in educational growth or professional development?

What innovative accomplishments or other contributions has the nominee made?

OUTSTANDING PART-TIME FACULTY

NOMINEE NAME AND DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON SUBMITTING NOMINATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT INFO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR RELATIONSHIP TO THE NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer each question below. A strong application will contain specific details and examples.**

Give a brief overview of the nominee’s history at Mt. SAC.

Describe the nominee’s contributions to the department and/or campus community.

How has the nominee made an exceptional or innovative contribution to student learning?

How has the nominee demonstrated commitment to improving instructional activities?

How has the nominee supported student success outside of the classroom?

What unique accomplishments, pioneering efforts, or other contributions has the nominee made?