** Employee Excellence Awards**

**Lifelong Learning**

**Directions for Nomination Submission**

* Describe how the nominee **meets each of the nomination criteria in the order they are presented on the following page.**
* A minimum of two (2) reference letters and/or video recordings must accompany the nomination package, with one from outside the nominee’s work area/department. Please be selective with additions, which should clearly show how the nominee meets the criteria.
* The nominator must inform the nominee’s supervisor/director that a nomination is being made.
* Ensure applications are submitted on or before **December 22, 2023**.
* Submit nominations to [jennifer.yanish@lethbridgecollege.ca](mailto:jennifer.yanish@lethbridgecollege.ca) or drop off at CE2330 (Executive Offices).
* Nominations may be resubmitted in subsequent years, but they will not be held on file or carried over automatically. Resubmission is the responsibility of the nominator.

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| --- | --- | --- | --- |
| **Nominee information** |  | | |
| Name of nominee(s) |  | | |
| Nominee(s) work phone |  | Nominee(s) e-mail |  |
| Nominee(s) position |  | | |
| Nominee(s) department |  | | |
| Supervisor/director |  | | |
| Nominee(s) signature |  | | |
|  | *Indicating agreement to have name published with list of nominees* | | |
| Supervisor’s signature |  | | |
|  | *I have been notified that a nomination has been made* | | |
| CLC members’ signature |  | | |
|  | *I have been notified that a nomination has been made* | | |
| **Nominator information** |  | | |
| Nominator name(s) | ***It is the responsibility of the nominator to notify others (e.g., Dean, Associate Dean, Director, etc.) of the nomination as required.*** | | |
| Nominator(s) work phone |  | Nominator(s) e-mail |  |

**ELIGIBILITY CRITERIA**

Below are the criteria for the **Lifelong Learning award** which a nominee must meet to be considered for eligibility. Please add examples and text in the respective boxes to describe how the nominee embraces the spirit of each criterion. The more specific you can be, the better.

***Learning is not just for our students and the Lifelong Learning award acknowledges an individual who embraces this vision. Recipients have demonstrated passion and enthusiasm for learning throughout their careers and encourage others to develop personally and professionally.***

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| **Criterion 1:** | **Champions a vision to advance learning and achievement for him/herself and others.**  *Example:*  ***Weak:*** *John Doe is always engaging in professional development and encouraging others.*  ***Strong:***J*ohn Doe engages in targeted professional development based on our team’s vision.*  ***Strongest:*** *John Doe embodies our team’s vision of \_\_\_\_\_. This year he completed \_\_\_\_\_ workshops/conferences/learning activities that directly tie into our team’s need to \_\_\_\_\_. He found activities that directly relate to our vision and shared them with the entire team as a way to inspire others to participate. As a result, \_\_\_\_\_ team members also engaged in activities that directly relate to our vision, and we created a regular schedule for sharing what we learn.* |
| **Criterion 2:** | **Encourages and mentors others to grow and succeed.** |
| **Criterion 3:** | **Commitment to learning is evident over the nominee’s career.** |
|  | I have attached a minimum of two (2) reference letters or videos of support:  ***At least one support letter or video is from outside the nominee’s work area/department.*** |