** Employee Excellence Awards**

**Service and Innovation**

**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 member’s 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 **Service and Innovation award** which a nominee must meet to be considered for eligibility. Please add examples and text in the respective box to describe how the nominee embraces the spirit of each criterion. The more specific you can be, the better.

***Positively impacting the college community, students or external groups is just another day in the office for recipients of the Service and Innovation award. The award recognizes an individual’s or team’s contribution to providing high quality or innovative service or programming.***

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| ***Criterion 1:*** | ***Demonstrates enthusiasm, flexibility and creativity.***  *Example:*  ***Weak:*** *Jane Doe is always enthusiastic, flexible, and creative in her day-to-day work.*  ***Strong:*** *Jane Doe had the opportunity to attend an online workshop and returned jazzed up about what she learned. She took the time to share her notes and planned a lunch and learn to discuss it with colleagues who were interested. We made changes to our workflow as a result.*  ***Strongest:*** *Jane Doe attended an online workshop on \_\_\_\_\_. She drafted a one-pager with specific ways our team might integrate the \_\_\_\_\_ strategy she learned. She planned a lunch and learn and went through her notes and had the team brainstorm on it. The team decided to try to change \_\_\_\_\_\_ process based on the discussion. After a month, we found the new process saved/improved/reduced \_\_\_\_\_\_ and we have changed our workflow as a result.* |
| **Criterion 2:** | **Benefits the campus community through the creation of a new service, program, product, or process.** |
| **Criterion 3:** | **Some considerations may include:**   * Significantly reduce the cost to students or the institution * Substantial improvement to the student experience * Unique system enhancement |
|  | I have attached two (2) reference letters or videos of support:  ***At least one support letter or video is from outside the nominee’s work area/department.*** |