

**2020-21 College Council Awards' Nomination Form
Employee Recognition**

The Employee Recognition Award citation will be given in recognition of exceptional service through performance, participation, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be members of the classified staff, including CSEA, PEF, Research Foundation, PBA, M/C Classified, and College Association employees at SUNY Canton.

Submit this form and nomination packet items by **November 6** to the **Chair of the Employee Recognition Award Committee – Amanda Rowley, rowleya@canton.edu**.

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**Name/Professional Title of Nominee:** \_\_\_\_\_  
(Please print)

**Nomination Packet Items**

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate exceptional service.

**Criteria Guidelines:**

- a. *Effectiveness in Performance:* As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, relationship with colleagues, providing innovative solutions to everyday problems, and dedication to improving the quality of work and the working environment.
  - b. *Participation:* As demonstrated, for example, by involvement in campus-related community service, committee work, volunteerism, and/or serving students or the campus community.
  - c. *Continuing Growth:* As demonstrated, for example, by continuing education or enrollment in training programs in the nominee's field of expertise.
2. A complete up-to-date resume (*Committee's Responsibility*).
  3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
  4. Optional ~ Additional supporting documentation.

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Name of Nominator: _____ Phone/Email: _____
(Please print)