

## **ASSISTANCE IN PREPARING NOMINATIONS FOR THE HELEN SHAW STAFF EXCELLENCE AND SPECIAL ACHIEVEMENT AWARD**

The Helen Shaw Staff Excellence and Special Achievement Award Committee acknowledges the need to act as a community and work together in order to honor our staff colleagues and their contributions to the College. The nominators for this award are the givers and appreciators who take a considerable amount of their personal time to recognize the efforts of someone else. The Committee understands that the giving of this award is one of many characteristics that make TCNJ a special community.

The Committee is grateful for this commitment by nominators and provides the following tips and advice to aid nominators in the preparation of nominations. **The following tips are only intended as suggestions.** Nominators are not required to follow these suggestions, nor is this aid intended to include all possible types of evidence or means of presentation.

Nominations should focus primarily on a staff member's contributions during the fiscal year *prior* to the nomination. On-going contributions that span several years but continued through the past fiscal year will be considered. Supporting material regarding prior years may be considered in exceptional circumstances.

Nominators are encouraged to elaborate on how a nominee has exceeded his/her defined responsibilities. The committee does not have access to group or individual job descriptions and recognizes that many duties may not be adequately reflected in such a document. Thus, we rely on the nominator to illustrate specifically how the nominee's contributions are "above and beyond" that which would normally be required.

### **I. Making a case for excellence.**

- a. What specific contribution or set of activities makes the nominee(s) deserving of this award, and why is it extraordinary?
- b. Describe the impact on The College community or segment of the community, exceptional effectiveness, or creativity in nominee's work.
- c. Present specific evidence of the nominee's contribution and/or set of activities. (Some examples of possible evidence are provided below.) Explain how this evidence supports the nomination.
  - How does it show that the nominee's activity had a positive impact on the work area or college community?
  - How does it demonstrate the excellence of the work of the nominee(s)?

### **II. Making a case for special achievement.**

- a. What specific project, activity or innovation makes the nominee(s) deserving of this award?
- b. What impact has this project, activity or innovation had on The College? Describe the exceptional effectiveness and/or creativity of the nominee's project, activity or innovation.
- c. Present specific evidence. (Some examples of possible evidence are provided below.)

III. Examples of some types of evidence that might be included in an application/nomination to support claims of excellence for a candidate

- a. Descriptions of completed projects or achievements.
- b. Descriptions of or explanations about extraordinary performances of on-the-job activities and/or innovations.
- c. Letters from students.
- d. Quotes from departmental service feedback forms or other work area feedback materials.
- e. Letters from co-workers or supervisors.
- f. Letters from the larger community served by TCNJ staff.
- g. Reference to honors or awards.
- h. Evidence of intensity and a level of focus that achieves more or better quality with less time and/or money.

IV. Suggestions that may be helpful

- a. Find a co-nominator to share in the nomination process.
- b. Identify others who might help you and collect supporting evidence from them.
- c. Contact the nominee's co-workers and supervisors and ask for input.
- d. Ask for input from the nominee(s).
- e. Contact other staff, faculty, and/or students who have interacted with the nominee(s).
- f. Ask for input from alumni, patrons, vendors, and other community members.
- g. Ask someone else to read a draft of your nomination and give you some feedback.

Inquires for additional information should be sent to [hshaw@tcnj.edu](mailto:hshaw@tcnj.edu).