

HELEN SHAW STAFF EXCELLENCE AND SPECIAL ACHIEVEMENTAWARD

**CALL FOR NOMINATIONS**

The College of New Jersey Staff Senate is accepting nominations for the 2017 Helen Shaw Staff Excellence and Special Achievement Award under the direction of The College of New Jersey Foundation. This annual monetary award recognizes extraordinary service or activity of an individual staff member or group of staff members to the College Community.

The Helen Shaw Staff Excellence and Special Achievement Award was established by the Helen Shaw Endowment in January 2003 as a memorial in honor of Helen D. Shaw, Class of 1936. The award recognizes the essential role TCNJ staff members play as full partners in the College’s educational process and institutional activities, and acknowledges their commitment to varied models of excellence that display the dedication and breadth of staff contributions to the College.

**ELIGIBILITY**

All permanent non-faculty employees of The College of New Jersey, including all classified, administrative unit and administrative non-unit job categories, as well as temporary employees with more than one year of consecutive service, are eligible. Cabinet Officers of the College are not

eligible.

**NOMINATIONS**

All nominations must include the attached Nomination Form containing information on the name(s)

of the individual(s), department(s), or team(s) of the nominees, as well as the name and contact information of the nominator.

**AWARD CRITERIA**

Determination of the award will be based on an outstanding or exceptional contribution to the campus community. Examples include an achievement, particularly high quality of work, a set of

skills, a creative idea or innovation, etc., expressed in some action within the nominee’s work unit that can be shown to have an exceptional impact upon the College or a segment of the College.

Nominations should focus primarily on contributions during the academic year prior to the nomination; however, on-going contributions which span several years but continued through the past academic year will be considered.

The identified contribution(s) may have resulted in a wide range of identifiable outcomes, including, but not limited to, enhancing the quality of campus safety, culture, or health, financial and/or other resource savings, improved service to students, faculty, or staff, and community outreach. The nominators will be asked to provide evidence of impact on the College or segments of the College.

The overarching principle in the review process for selection of recipients of this award is exceptional quality. This award is chiefly concerned with the quality of work. The quantity of work may serve as a factor when appropriate.

**SUPPORTING EVIDENCE**

Supporting material should address as many of the following categories as appropriate. Total nomination materials should not exceed seven (7) pages, single-spaced, in twelve (12) point font.

**Contribution**: The nominee or group has demonstrated an extraordinary level of engagement in the campus community in a variety of ways which may include but not limited to volunteerism, community service, committee involvement, or others that have contributed overall to the institution.

**Impact:** The nominee(s) has/have made a positive difference in the lives of individuals or the functioning of a unit or program, or the College as a whole.

**Service/Performance:** The nominee has performed above and beyond the responsibilities of the nominee's job or task.

**Dedication:** The staff member or team has demonstrated extraordinary dedication to their department, division or to the College as a whole.

**Effectiveness:** A project or activity has been effective with constituencies and has reached or surpassed the objectives of the nominee(s)'s department, division, or of the College as a whole.

**Collaboration / Cooperation:** An individual candidate or group was successful in eliciting the support and assistance of others to accomplish the exceptional activity or project. Evidence exists that a project or activity has involved others and provided a motivational influence to set high standards of achievement.

**Creativity/Ingenuity:** Innovation in the creation of a new program or service in response to a need not previously or adequately met. Evidence of creativity in meeting challenges within the nominee’s role in the nominee(s)'s department or division, or in response to a need of the College and the larger community served by TCNJ.

**Other Factors:** Other evidence that demonstrates exceptional activity or special achievement that the nominator would like the committee to consider.

**SUBMISSIONS**

To allow for comprehensive review of multiple applications, total materials should not exceed seven

(7) pages, single-spaced, in twelve (12) point font. The committee encourages nominators to refer to the Guide for Writing Nominations available on the award web[site (http://www.tcnj.edu/~hshaw/).](http://www.tcnj.edu/~hshaw/%29)

Following the award ceremony, original hard-copy nominations will be turned over to each nominee.

Nominators should **submit completed nomination packets** to:

Email to: Monica Jacobe Jacobem@@tcnj.edu

Submission Deadline: Friday, August 25, 2017 by 4:30 P.M.



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*Department I Group I Team Nomination Form*

Use this coversheet ***to nominate a Department I Group I Team***.)

Main Nominator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Nominator (s) and Department (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department *I* Group *I* Team Current Position Years

Member Names (for each member) at college in current position

Please attach a brief description of the nominees' normal job duties and an explanation of how the nominee(s) exceeded these expectations.

Supporting material should be current and may include content from other persons, notice of awards, honors and/or other recognitions. The nomination may also include letters of support and testimonials from co-workers, supervisors, peers and/or students.

For complete nomination requirements, please refer to the criteria section of the award Call for Nominations.

The committee encourages nominators to refer to the Guide for Writing Nominations. (http://hshaw.pages.tcnj.edu/files/2010/07/NominatorGuidance20122.pdf)

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*Individual Nomination Form*

(Use this coversheet ***to nominate a single individual***.)

Main Nominator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Nominator (s) and Department (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 How long and in what capacity have you known the Nominee:

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