

Helen Shaw Staff Excellence and Special Achievement Award – Sample Nomination

Supporting Evidence

Supporting material should address as many of the following categories as appropriate and be based on a contribution or activity above and beyond the nominee(s)'s typical job role/function.

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 are 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.

SAMPLE NOMINATION #1

Nominee Information

Please be sure to address contributions to the campus community during the fiscal year **prior** to the nomination. Categories related to supporting documentation can reference the previously mentioned categories: Contribution, Impact, Service/Performance, Dedication, Effectiveness, Collaboration/Cooperation, Creativity/Ingenuity, and other factors that demonstrate exceptional activity or special achievement over the last fiscal year.

Nominee – Joe Smith

Contribution: Please describe the level of engagement that the nominee has performed in the campus community from July 1, 2024, through June 30, 2025.

Joe Smith has revolutionized the Department. He has brought together faculty and staff from across campus to enhance our student experiences, deepen our community relationships, and improve outcomes in community engagement and service. Joe is also a member of the Staff Senate and is an integral part of the ABC Committee.

Services/Performance: Please give a brief description of the nominees' normal job duties and an explanation of how the nominee exceeded these expectations from July 1, 2024, through June 30, 2025.

Joe is responsible for coordinating the 2,000+ student schedules, which are extremely complicated. He goes above and beyond going through each individual schedule to ensure the student's academic needs are met and to accommodate their other competing commitments such as sports, work, and family responsibilities. He has a kind way with the students, working with them to support them in every way possible, is an open-minded facilitator and always asks for feedback to make updates. He continuously collaborates with other departments to ensure that all of our systems are as effective as possible. Joe continues to impress me on a daily basis!

Collaboration/Cooperation: Please describe when the nominee was able to gain the support and assistance of others to accomplish an exceptional activity or project from July 1, 2024, through June 30, 2025.

This is another area where Joe is exceptionally impressive! He recruits facilitators from across campus. Staff, faculty, and even graduate students to facilitate. This collaboration with over 10 different departments enriches the experience because students are getting to meet and develop relationships with a variety of people from all across campus that they may have not otherwise had the opportunity to connect with. This also enriches the facilitator's experience as they get to interact with large amounts of students and get to know them on a deeper level. His ability to bring so many stakeholders together is genuinely strengthening the connectedness and community at TCNJ!

Creativity/Ingenuity: Please give an example of when the nominee showed innovation in creating/dramatically changing a program or service in response to a need not previously or adequately met from July 1, 2024, through June 30, 2025.

Joe has shown creativity and ingenuity through improvements made to the way he supports students with the service aspect of their requirements. He has continued to build new relationships with community partners, allowing more diversity of service as well as more flexibility for the student schedules. He has created new organized systems for tracking, and communicating this information to reduce confusion (including but not limited to calendar invites, and personalized emails). Used this opportunity to create jobs for upperclassmen to support and guide these students.

SAMPLE NOMINATION #2

Nominee - Jane Doe

Impact: Please recount the nominee's influence on individuals, the functioning of a unit or program, or the college as a whole from July 1, 2024, through June 30, 2025.

Jane Doe has not only made a significant impact on her School but across campus and has furthered the excellent reputation of TCNJ through regional professional engagement.

For her School, Jane has done tremendous work this past year furthering the 1234 program, revising orientation materials, and, improving advising practices. The 1234 program includes over 300 students and over 50 volunteers. The ever-growing number of volunteers for this program is no doubt to catch Jane's infectious enthusiasm for the culture surrounding this program.

Across campus, her work on the ABCD Team and XYZ Task Force has made an impact across all academic schools. Jane thoughtfully adds her insight and ideas, along with years of advising experience, to be in on conversations that, in turn, produce suggestions that impact the entire campus.

Regionally, Jane presented at the National Conference on X with not one but three remarkable sessions. These programs exemplify that Jane not only focuses on student development but also on giving back to colleagues and thriving despite the challenges posed in Higher Education today.

Dedication: Please describe the nominee's dedication to their department, division, or College as a whole from July 1, 2024, through June 30, 2025.

Jane's dedication is evidenced through all of the care and thought she brings to every conversation and engagement. She stays informed in her field through her regional engagement, as well as her own research, which brings scholarly work to strengthen her knowledge, and is a

valuable resource to the school and beyond. The extra time she gives to presentations is also further evidence of her dedication.

Collaboration/Cooperation: Please describe when the nominee was able to gain the support and assistance of others to accomplish an exceptional activity or project from July 1, 2024, through June 30, 2025.

The 1234 program and XYZ Task Force service are strong examples of collaboration during the 2022-2023 academic year. The volunteers for the 1234 program are not paid, so aside from a free t-shirt and occasional food, it takes collaboration with the e-board to keep everyone engaged and motivated – and this happens beyond measure. In serving on two task forces this year, Jane also worked with colleagues across campus to gather large amounts of information which resulted in extremely insightful results. There is no doubt that anyone would feel encouraged to work collaboratively with Jane!

Creativity/Ingenuity: Please give an example of when the nominee showed innovation in creating/dramatically changing a program or service in response to a need not previously or adequately met from July 1, 2024, through June 30, 2025.

Jane quickly pivoted advising processes during the recent challenges we faced. She continuously evaluated their effectiveness and made changes that were needed. Having served in her current role for 9 years, Jane is uniquely attuned to student needs and constant, evolving support and services. Her creativity in redesigning the ABE123 course to include over a dozen, simultaneous breakouts weekly was certainly the result of resourceful and creative thinking!

Other factors: Please describe other instances that demonstrate the nominee's exceptional activities and achievements that you would like the committee to consider that occurred from July 1, 2024, through June 30, 2025.

Several of Jane's faculty and staff colleagues have offered anecdotes and letters that are included with this nomination. We all believe she is very deserving and that this recognition would be well-fitting for such an amazing colleague.