

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 must 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.

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 how it was beyond their typical job role?
- b. Describe the impact on a unit or program or the College as a whole and how this impact made a positive difference.
- 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. Examples should be for those activities, etc. that **are above and beyond the nominee(s)'s typical role/job function**.

- 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(s) 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.

Inquiries for additional information should be sent to hshaw@tcnj.edu.