

HELEN SHAW STAFF EXCELLENCE AND SPECIAL ACHIEVEMENT AWARD

CALL FOR APPLICATIONS / NOMINATIONS

The College of New Jersey Staff Senate is accepting nominations for the 2011 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 applicant's/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 applicants/nominators will be asked to provide evidence of impact on the College or segments of the College.

The overarching principle in the review process is the principle of exceptional quality. This award is chiefly concerned with the quality of work. The quantity of work may serve as a factor when appropriate. Therefore, the Committee will look for evidence of intensity and a level of focus that achieves more or better quality with less time and/or money.

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 / Community Impact: Evidence that the nominee(s) has/have made a positive difference in the lives of individuals or the functioning of a unit or program. The institution, students, and community at large have benefited from the nominees' participation, contributions, and involvement in activities. The nominee or group has demonstrated an extraordinary level of engagement in the campus community in a variety of ways which may include volunteerism, community service, committee involvement, or others that have contributed overall to the institution.

Dedication: Evidence that the staff member or team has demonstrated extraordinary dedication to the College and/or provided a motivational influence to set high standards of achievement.

Effectiveness: Evidence that a project or activity has been effective with constituencies and has reached or surpassed College objectives.

Collaboration / Cooperation: Evidence that an individual candidate or group was successful in eliciting the support and assistance of others to accomplish the exceptional activity or project. Evidence that a project or activity was accomplished by the involvement of a unique collection of constituencies.

Creativity / Ingenuity: Evidence of 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 nominees' role at 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 website (<http://www.tcnj.edu/~hshaw/>). Following the award ceremony, original hard-copy nominations will be turned over to each nominee.

Nominators should **submit two (2) complete copies** to:

Joe Hadge
Helen Shaw Award Committee Convener
ADEP
Eickhoff Hall, Room 159
609-771-2572
hadgej@tcnj.edu

Submission Deadline:

May 16, 2011 by 4:00PM
(1st Monday after Commencement)

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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: _____	
Nominee Department: _____	
Current Position: _____	
# of Years at The College: _____	# of Years in current position: _____

How long and in what capacity have you known the nominee? _____

<p>Please attach a brief description of the nominees' normal job duties and an explanation of how the nominee exceeded these expectations.</p> <p>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.</p> <p>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. (https://www.tcnj.edu/~hshaw/nomination.html)</p> <p>To allow for comprehensive review of multiple applications, total materials should not exceed seven (7) pages, single-spaced, in twelve (12) point font.</p>
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Department / Group / Team Nomination Form

Use this coversheet to nominate a Department / Group / Team.)

Main Nominator: _____ Department: _____

Campus Address: _____ Phone: _____

Additional Nominator(s) and Department(s): _____

Department / Group / Team Member Names	Current Position (for each member)	at college	Years 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.
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