

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

The Helen Shaw Staff Excellence and Special Achievement Award Committee understands that the giving of this award is one of many characteristics that make TCNJ a special community. Therefore, the 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 is grateful for this commitment by nominators and therefore 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 academic year *prior* to the nomination. On-going contributions that span several years but continued through the past academic 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/preparing the rationale
 - a. What specific contribution or set of activities makes the nominee(s) deserving of this award, and why is it extraordinary? Describe impact on the community, exceptional effectiveness, and creativity in nominee's work.
 - b. Present specific evidence of the nominee's contribution and/or set of activities. (Some examples of possible evidence are provided below.)
 - c. 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 nominee's work?

- II. 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

III. 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.