

MOORPARK COLLEGE ACADEMIC SENATE
ANNUAL AWARDS

PROCEDURES

1. Awards

The Academic Senate shall make the following awards:

Classified Employee of the Year

Manager of the Year

Adjunct Faculty of the Year

Full-time Faculty of the Year

President's Award (to be awarded solely by the Academic Senate President)

These awards will be organized by the Academic Senate Vice President with help from the other officers as appropriate.

2. **Criteria**

Each award celebrates exceptional contribution to Moorpark College over the preceding academic year within the different categories of employment. This can be demonstrated in areas such as:

- * job performance
- * concern for students
- * concern for colleagues
- * contributions to campus
- * leadership
- * professional development
- * any other areas.

See accompanying nomination form.

3. **Nomination Process**

- (a) Publicity for the awards and the call for nominations should be made in the Fall and Spring semesters, as appropriate.
- (b) The call for nominations will include a list of the recipients of the awards for the previous three years at a minimum.
- (c) Nominations for all awards (except for the President's award) may be made by any non-student employee of the campus. Each nominator may make one nomination per award.
- (d) Nominees for all awards (except the President's award) may be any employee of the campus within the designated categories with the exception listed in (g). Nominees may be put forward by more than one nominator.
- (e) All nomination forms must be accompanied by a letter of recommendation to be accepted for consideration. These letters will be given to nominees at the Year-End Lunch.
- (f) All forms must be submitted electronically.

- (g) Voting members of the Academic Senate Council may not be nominated for an award because of their role in determining the recipients of the Annual Awards.

4. Selection Process

- (a) The nomination paperwork for all nominees shall be distributed to the Academic Senate Council for consideration no later than its first April meeting.
- (b) At the meeting any procedural or organizational questions may be asked; there will not be discussion of individual nominees.
- (c) After the meeting all voting members of Council may rank their first, second and third choice for each award by secret ballot through an electronic survey.
- (d) The recipient of each award will be the nominee with the highest vote. In the case of a tie in points for an award the person obtaining the highest number of first rankings will be the recipient.
- (e) The results of the vote will be ratified by the Senate at its next meeting.
- (f) All nominees will be notified of their nomination and whether they will be a recipient of an award after the vote has taken place.

5. Award Process

- (a) All nominees for each award will be given a copy of their nomination letter(s) at the Senate's Year-End Lunch.
- (b) The recipient of each award will be given a plaque honoring their contribution to the campus and a brief opportunity to address the guests at the Lunch.
- (c) The names of the recipients will be recorded on the Academic Senate's boards of recognition.