**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)

**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**

This will be organized by the Academic Senate Vice President.

 (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 (including members of the Academic Senate Council). 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.

**4. Selection Process**

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

 (a) The nomination paperwork for all nominees shall be distributed to the Academic Senate Council for consideration at one of its April meetings.

 (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 designate their 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 the officers of the Senate will collectively have the deciding vote.

 (e) All nominees will be notified of their nomination and whether they will be a

 recipient of an award after the vote has taken place, and will be told they will be named at the Senate Year-End Lunch.

**5. Award Process**

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

 (a) The names of all nominees for each award will be publicized at the Senate’s Year End Lunch, and they will each be given a copy of their nomination letter(s).

 (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.