

# **EL CAMINO COLLEGE**

## **2013 DISTINGUISHED STAFF AWARD**

The El Camino College Distinguished Staff Award is presented annually to a staff member whose contributions demonstrate commitment to academic excellence and outstanding service to the College and its students.

You are invited to participate by nominating the staff member you believe best exemplifies the above qualities. Nominations may be submitted by any member of the college community, students past and present, or persons in the community-at-large. Staff members may also nominate themselves.

The recipient will be announced at the Faculty & Staff Appreciation Day reception and will be presented with a specially designed medallion and a monetary award (\$2,000) from the President on Commencement Day at the reception. The recipient's name will also be placed on a permanent plaque.

### **ELIGIBILITY**

**Any current permanent classified staff member represented by ECCE, Confidential or Police Officers Association is eligible.**

### **EVALUATION CRITERIA**

Nominees will be evaluated on the basis of a demonstrated record of:

- service to students and to the College
- professional growth and/or community service

All of the nominee's contributions will be considered, although emphasis will be placed on the nominee's service/activities during the past five years.

### **NOMINATION REQUIREMENTS**

- completed Nomination Form by Nominator
- résumé of the nominee or current background statement
- supporting documentation (no more than four pages)

### **SELECTION COMMITTEE**

Committee members will be appointed by the Presidents of ECCE, POA and a representative of Confidential employees. The committee is comprised of a member from each employee group and one student representative and is chaired by the Vice President of Human Resources or designee. Through consensus, the committee will forward its recommendations to the President.

Materials submitted will NOT be returned. Send all materials in a sealed envelope to:

2013 Distinguished Staff Award  
c/o Human Resources Office  
El Camino College  
16007 Crenshaw Boulevard  
Torrance, CA 90506

**Nominations must be received in the Human Resources Office no later than 4:30 p.m., Friday, March 29, 2013 via regular mail or email.**

