**ADMINISTRATION COMMISSION**

**Leadership Excellence Award**

**Nomination Form 2017**

 ***Eligibility Criteria:***

1. A full-time employee with at least five years of continuous service at a Florida College System Public College.
2. A member of AFC in good standing.
3. A model employee who has exceeded the expectations of his or her job duties.
4. At least three years of Academic Affairs, Business Affairs, Student Affairs, Facilities, Classified/Non-Classified or other College Administration experience. All departments are welcome.

Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of Service at College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AFC member of \_\_\_\_\_ years

Signature of Immediate Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of College President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s School/Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Award Criteria is shown on the reverse side of the Nomination Form. Please provide support documentation as to why you believe this nominee is deserving of the achievement award. All statements should be specific as to the nature, scope, and importance of contributions made by the nominee. You may nominate more than one individual. Use a separate form for each nominee. Please limit your submission page to one typed page.**

1. Nomination forms together with all supporting documents must be submitted to the Administration Commission Executive Board by e-mail to Brenda Rante: brante@irsc.edu
2. One distinguished Employee will be selected for the Administration Commission Excellence in Leadership Award. The award consists of a plaque and a check for $150.00.
3. The award committee will review and evaluate all nominations and make final recommendations to the Board. The Administration Commission Executive Board will have the final approval.
4. The award recipient will be announced at the AFC Annual Conference.

***\*\*\*\*\*\*\*\*\*DEADLINE, July 31, 2017\*\*\*\*\*\*\*\*\*\****

**Award Criteria**

1. \*\*Points for years of College Service:

 5-10 years 1 points

 11-15 years 2 points

 16-20 years 3 points

 over 21 years 4 points \_\_\_\_\_\_\_\_\_\_

1. \*\*Points for AFC Membership:

 1-5 years 1 points

 5-10 years 2 points

 11-15 years 3 points

 16-20 years 4 points

 over 21 years 5 points \_\_\_\_\_\_\_\_\_\_

1. \*\*Administration Commission Board and/or AFC Board Leadership Positions:

 1 points each year, maximum 7 points \_\_\_\_\_\_\_\_\_\_

1. \*\*AFC Region and/or AFC Chapter Leadership Positions:

 1 points each year, maximum 7 points \_\_\_\_\_\_\_\_\_\_

1. \*\*College Administration or Professional Development Activity Participation:

 2 points each maximum 16 points \_\_\_\_\_\_\_\_\_\_

1. \*\*Going the Extra Mile/Unsung Recognition:

 2 points each maximum 16 points \_\_\_\_\_\_\_\_\_\_

1. \*\*Job participation over and above position description or normal duties:
2. points each activity, maximum 25 points \_\_\_\_\_\_\_\_\_\_
3. \*\* Job Excellence Documentation: Three letters of recommendation, in addition to Nomination Letter: 5 points each, maximum 15 points \_\_\_\_\_\_\_\_\_\_

1. \*\* Points Awarded for Application Presentation: Up to 5 points \_\_\_\_\_\_\_\_\_\_

 **TOTAL POINTS AWARDED: (maximum points possible 100)** \_\_\_\_\_\_\_\_\_\_

**\*\*Participation documentation is required**. This can be in the form of certificates, letters of appointment, recognition letters, copies of plaques, or copies of newsletter articles, verification letters, etc.

***\*\*\*\*\*\*\*\*\*DEADLINE, July 31, 2017\*\*\*\*\*\*\*\*\*\****