

ADMINISTRATION COMMISSION

Leadership Excellence Award



Nomination Form 2018

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: _____

Please see the Award Criteria on the following page. 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 must be submitted to the Administration Commission Executive Board by e-mail to **Brante@irsc.edu**.
2. One distinguished Employee will be selected for the Administration Commission Excellence in Leadership Award.
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 Convention.

*******DEADLINE, August 31, 2018*******

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

2. **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

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

1 points each year, maximum 7 points

4. **AFC Region and/or AFC Chapter Leadership Positions:

1 points each year, maximum 7 points

5. **College Administration or Professional Development Activity Participation:

2 points each maximum 16 points

6. **Going the Extra Mile/Unsung Recognition:

2 points each maximum 16 points

7. **Job participation over and above position description or normal duties:
2 points each activity, maximum 25 points _____
8. ** Job Excellence Documentation: Three letters of recommendation, in addition to
Nomination Letter: 5 points each, maximum 15 points _____
9. ** Points Awarded for Application Presentation: Up to 5 point
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, August 31, 2018*******