

Career and Professional Employee of the Year

Nomination Form 2018

Eligibility Criteria:

1. A full-time employee with at least five years of continuous service at a Florida College System college.
2. A member of AFC in good standing.
3. A model employee who has exceeded the expectations of his or her job duties.

Name of Nominee: _____ Job Title: _____

College: _____

Campus Address: _____

Phone Number: _____ Length of Service at College: _____ AFC member of _____ years

Signature of Supervisor: _____

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 Kimberly Baker by e-mail to kbaker17@hccfl.edu
2. One Career or Professional Employee will be selected for the Career & Professional Employee of the Year Award. The award consists of a certificate and a check for \$500.00
3. The award committee will review and evaluate all nominations and make final recommendations to the Board. The CPEC Board will have the final approval.
4. The award recipient will be announced at the AFC Conference in Orlando, FL.

*******DEADLINE, October 5, 2018*******



Award Criteria

****Points for years of Community College Service:**

5-10 years 1 points
11-15 years 2 points
16-20 years 3 points
Over 21 year's 4 points

****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 year's 5 points

****CPEC Board and/or AFC Board/Other Commission Leadership Positions:**

2 points each year, maximum 10 points

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

2 points each year, maximum 10 points

****College Staff or Professional Development Activity Participation:**

2 points each maximum 10 points

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

2 points each maximum 10 points

****Job participation over and above position description or normal duties:**

2 points each activity, maximum 20 points

**** Job Excellence Documentation: Three letters of recommendation, in addition to Nomination Letter:**

5 points each, maximum 15 points

TOTAL POINTS AWARDED:

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

*******DEADLINE, October 5, 2018*******