



AWARD RECOGNITION PROCEDURE

Board Bylaw:

Policy Number: 4.8000

Subject Area: Personnel

Approved Date: 07/01/2013

Awards recognition requiring candidate selection shall be based upon an open nomination process. Committees will be established annually for each award category and will be representative of the College Community. Each awards committee shall establish the criteria and guidelines for each recognition program to ensure that all qualified candidates are considered equally and fairly. The appropriate committee shall publish these criteria and guidelines each year when nominations are being requested and shall use such criteria to measure the qualifications and merits of each candidate.

In addition to specific recognition programs identified below, the College may wish to formally recognize individuals or groups for special accomplishments. Such recognition shall be handled in a manner consistent with the specific awards listed below. Awards shall be presented at the annual Employee Awards and Retirement Banquet.

Specific Recognition Programs

Trustees' Awards

The College may annually honor Individuals in the following categories, and where applicable, submit such nominations for statewide award recognition through the Illinois Community College Trustees Association:

- Distinguished Alumnus
- Outstanding Full-Time Faculty Member
- Outstanding Part-Time Faculty Member
- Gigi Campbell Student Trustee Excellence
- Business/Industry Partnership
- Paul Simon Student Essay Contest
- Trustee Achievement

Awards selection committees shall be annually appointed by the President or his designee. The committees shall solicit nominations from appropriate individuals and groups, including faculty, staff, students and the community. Using established criteria and guidelines, the committees shall consider all nominations and select deserving recipients for each award. Should the committee deem that more candidates are deserving, they may recommend additional finalists.

President's Awards

The College may annually honor Individuals in the following categories:

- Distinguished Service
- Honorary Associate Degree
- Honorary GED
- Outstanding Humanitarian
- Education Partnership
- High School Educational Partnership
- Dual Credit Faculty Member of the Year

An awards selection committee shall be annually appointed by the President or his designee. The committees shall solicit nominations from appropriate individuals and groups, including faculty, staff, students, and the community. Using established criteria and guidelines, the committee shall consider all nominations and select deserving recipients for each award. Should the committee deem that more candidates are deserving, they may recommend additional finalists.

Faculty Awards

The College may annually honor Faculty in each of the following categories:

- Horizon Award – Non-Tenured Faculty
- Assessment Award – Faculty

Awards selection committees shall be annually appointed by the VP of Instructional Services or his designee. The committees shall solicit nominations from appropriate individuals and groups, including faculty, staff, students, and the community. Using established criteria and guidelines, the committee shall consider all nominations and select deserving recipients for each award. Should the committee deem that more candidates are deserving, they may recommend additional finalists.

Community Education Award

The College may annually honor full or part-time employees in the following category:

- Outstanding Community Education

An awards selection committee shall be annually appointed by the VP of Instructional Services or his designee. Using established criteria and guidelines, the committee shall consider all nominations and select deserving recipients for each award. Should the committee deem that more candidates are deserving, they may recommend additional finalists.

Kaskaskia Staff Awards

The College may annually honor Kaskaskia College Employee(s) in the following categories:

Outstanding Full-Time Employee
Outstanding Part-Time Employee
Technology Excellence

Awards selection committees shall be annually appointed by the President or his designee. The committees shall solicit nominations from appropriate individuals and groups, including faculty, staff, students, and the community. Using established criteria and guidelines, the committee shall consider all nominations and select deserving recipients for each award. Should the committee deem that more candidates are deserving, they may recommend additional finalists.

Years of Service Awards

Years of Service Awards are given yearly to those employees who have been employed at the College for 5 years and in 5-year increments thereafter. Official employment records are kept by Human Resources and the President's Office. Awards are presented at an all employee event determined by the President's Office in December of each year.

Permanent employment of 30 hours per week or more qualifies an employee for an award. Temporary, seasonal, adjunct faculty or regular part time employment of less than 30 hours per week do not qualify. If an employee leaves employment and returns, actual time employed with be calculated. The period of time between leaving and returning will not be counted.

The deadline for calculation of awards is December 31 of each year. If an employee began employment prior to December 31 and is eligible for the award (in 5 year increments), it will be presented at the December award ceremony. If employment begins after December 31, the award will be presented the following year in December.

Employees eligible will have their choice between receiving a recognition lapel pin or a \$25 gift card from the KC Bookstore. Each employee will also receive a framed certificate of appreciation in dedication to the institution.

The employees will be notified in September or October of their upcoming award and be given a deadline for submitting their choice between a pin and gift card. Those who do not respond by the deadline will receive a gift card.

This procedure will be in effect for employees hired in calendar year 2014 and thereafter.

The College may add other awards categories as appropriate.

Approval History: Replace Award Recognition Procedure 2.8 approved 11/5/2013 and 7/22/13