

## **306-01 FACULTY OF THE YEAR AWARD—PROCEDURE**

### **1. PURPOSE**

To recognize two outstanding faculty members (one full-time and one part-time) who exemplify dedication to students through the College's mission and core values.

### **2. PROCEDURE**

Scope: Two faculty are recognized annually (one full-time and one part-time).

#### **1. Criteria**

Students, faculty, and supervisors nominating candidates must base their nomination on the following specific criteria. Nominations must provide at least one specific and detailed example of how the nominee performed one or more of the following criteria.

- a. Demonstrates high degree of professionalism.
- b. Affords students the opportunity to learn and achieve their goals.
- c. Fosters and initiates collaboration and participation among faculty and staff.
- d. Demonstrates the ability to teach to diverse populations.
- e. Promotes CCC's core Values.

#### **2. Eligibility**

- a. Nominees for the full-time faculty award must have been employed as full-time faculty for a minimum of two consecutive years at CCC and must be an employee in good standing (faculty on sabbatical are still eligible if nominated). Nominees for the part-time faculty award must have taught at CCC for a minimum of two academic years and must be an employee in good standing.
- b. Faculty cannot self-nominate.
- c. Each nomination must include the completed nomination form.
- d. Additional signatures or letters of support may assist the committee in the decision-making process.
- e. In the event that a member of the Faculty of the Year Committee is nominated for an award while serving on the committee, that nominee would have the choice of recusing themselves from the selection discussion to be eligible for the award or have his/her name removed from consideration.
- f. Faculty cannot be awarded the same award more than twice in a three-year period.

#### **3. Selection**

- a. The nomination form will be publicized on the CCC webpage and Canvas by November 1<sup>st</sup>.
- b. Nominations are made by students and college employees.
- c. Nominations are due by the first Friday in March.
- d. Human Resources will confirm eligibility of nominees and inform the Faculty Awards Committee Chair.
- e. A list of finalists will be shared with the Deans.
- f. The Committee chair will contact finalists to ensure they are willing to accept the

award if selected.

- g. The Committee Chair will provide the Office of the President with the names of full and part time faculty selected.

#### **4. Recognition**

Faculty selected for the Faculty of the Year Awards will receive:

- a. Recognition and presentation of the award at the spring Employee Awards Ceremony.
- b. A letter of recognition from the President of the College with a copy in the employee's Personnel File.
- c. A commemorative plaque stating "Faculty of the Year."
- d. Their names engraved on a plaque that is displayed near the Office of the President.
- e. Publication of their names and pictures in the College newsletter.
- f. A \$1,500.00 credit toward a professional conference, workshop, course or professional development activity (in accordance with Policy and Procedure 201 - Travel) and with supervisor approval to be used in the following fiscal year. Recipients need to plan to use the credit while still employed by the College; the recipient must be a current employee of the College to receive funds towards any professional conference, workshop, course or professional development activity of their choosing.
- g. A general parking permit to be used in the following fiscal year, as long as the value of the permit does not exceed the IRS de minimis fringe benefit maximum value.
- h. All nominees not selected for Faculty of the Year award will receive:
  - a. Acknowledgement of their nominations at the spring Employee Awards Ceremony
    - I. Publication of their names in the College newsletter.
    - II. A letter of recognition from the President of the College.

#### **3. BACKGROUND**

- 1. References: Internal Revenue Service Publication 5137, *Fringe Benefit Guide*
- 2. Revision history: 05/25/2010 (new), supersedes Procedure 490-04 (Outstanding Faculty of the Year Award), 08/14/2013, 12/04/2016, 04/25/17 (added reference to IRS regulations), 05/02/2018
- 3. Legal review: none
- 4. Sponsor: Academic Affairs

Adopted by College Council: 08/14/2013, 12/07/2016, 05/02/2018

**COCONINO COMMUNITY COLLEGE**