



WALL OF HONOR NOMINATION FORM

Name of Nominee for the Wall of Honor:

Position at JCCC:

Dates of employment:

Date of retirement/death:

Nominator Name:

Nominator Email:

Date of nomination

This highly selective special recognition program is designed to honor former JCCC employees from throughout the college community for significant lasting contributions to the college or for bringing honor to JCCC through regional or national recognition.

ELIGIBILITY

- All former full-time permanent employees (salaried and hourly) are eligible.
- Nominees must be retired or deceased for no less than one year.
- The number of years of employment, while important, is not the sole criterion for nomination.

TO MAKE A NOMINATION

To nominate an employee for the Wall of Honor, the nominator must submit the following:

- The nomination form
- A signed letter of nomination
- A description of the nominee's affiliation with and/or distinctive service to JCCC
- A list of the nominee's accomplishments (this might include academic, civic or community leadership and awards; distinguished service awards; membership or meritorious service awards; national and/or regional awards; membership in organizations; or benevolence, recognition for sponsorship of community services and other similar areas that promote goodwill)
- At least three letters of support (Preferably, the letters would be from employees from different areas of the campus community and would offer specific examples of the nominee's accomplishments.)
- A separate letter(s) of endorsement signifying that a majority of the current members of the nominee's department or unit support the nomination (If the unit no longer exists, the letter should be signed by those who were once part of it.)
- The selection committee will consider each nominee's leadership, service and contribution to JCCC and as an ambassador for JCCC at the college and in the community.

Please note:

- All acronyms should be spelled out on first reference.
- All letters of support, including the nomination letter, the letters of support, and the letter(s) of endorsement should be signed.

All letters and documentation must be submitted with the nomination form.

Completed nominations must be received in Staff Development (RC 152, Box 35) on or before March 15 to be considered for recognition during Professional Development Days the following August.

An employee may submit only one nomination per year. However, if your nomination is not selected one year, please consider submitting the nomination again in subsequent years.

The office of Staff Development retains all submitted nominations.