

## WALL OF HONOR NOMINATION FORM

This highly selective special recognition program is designed to honor former JCCC employees from throughout the college community for extraordinary/significant lasting contributions to the college or for bringing regional and/or national recognition to JCCC. This award is given to no more than two individuals annually and need not be awarded each year.

### ELIGIBILITY

- The candidate must have served as a full-time permanent employee for a minimum of 10 years.
- The candidate must have been retired for at least three years or, if nominated posthumously, must have passed away at least three years ago.
- The candidate must have upheld the college's values.
- The candidate must exemplify the highest standards of ethical conduct and moral character and display collegial and professional behavior in their interactions with colleagues, students, and the community.
- Candidates nominated will be vetted through a review of their personnel file and/or background check to determine if they are in good standing with the college and the community at the discretion of Human Resources. The review will be done by the Vice-President of Human Resources and/or their designee. All nominees will require Human Resources approval before being forwarded to the campus panel.

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**Name of Nominee for the Wall of Honor:**

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**Last Position Held at JCCC:**

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**Nominator Name:**

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**Nominator Email:**

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**Date of nomination**

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### REQUIRED DOCUMENTATION

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

- The nomination form
- A signed letter of nomination by the nominator no more than 2 pages in length.
- 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 from current and/or retired college employees from different areas providing specific examples of the nominee's accomplishments and behaviors exhibiting collegialism and professionalism. Letters of support from current elected officials including JCCC trustees will not be allowed for submission.
- 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.)
- Documentation should provide examples of the 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.
- Packets submitted should be limited to 15 pages maximum.
- An employee may submit only one nomination per year.

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

Completed nomination packets must be received in Employee Engagement & Development (GEB 262) on or before March 15 to be considered for recognition during Professional Learning Days the following August.

**SELECTION PROCESS:**

Nominations that meet all the eligibility criteria will be reviewed by a campus panel consisting of two representatives from Staff Council, two representatives from Academic Branch Council, and one member of Cabinet. No member of the panel will be allowed to serve if they have provided letters of support and/or were part of nominee's department.

The campus panel will meet in April after receiving copies of the nominations in advance of a meeting to allow time for review. The panel is expected to uphold confidentiality and not share information about the nominees and/or any recommendations made. At the meeting, each nominee's letters of support and history of accomplishments will be reviewed and discussed. The panel by unanimous consensus will make a recommendation on whether to move a candidate forward for cabinet approval. The panel can only move forward a maximum of two individuals. The recommendation will move forward to Cabinet for final approval of selection(s).

The nominator will be notified by email regarding the status of the application that they submitted. An approved nominee will be sent a letter announcing their selection to the Wall of Honor. Nominees who are not selected will not receive communication; however, the nominator will be notified if the person they nominated was not selected.

Employee Engagement & Development retains all submitted nominations.

**FOR EMPLOYEE ENGAGEMENT & DEVELOPMENT INTERNAL USE ONLY**

**Date nomination received in office** \_\_\_\_\_

Employee Engagement and Development will work with the Vice President of Human Resources or their designee to confirm eligibility prior to a nomination packet being forwarded to the campus panel.

**First Date of Employment:**

**Last Date of Employment:**

**Positions Held at JCCC:**

**Employee Eligible:**

**Yes**

**No**

**HR Signature:** \_\_\_\_\_



**Rubric:**

The following rubric will be used by the campus panel to score each candidate.

Dimension	Exemplary (3 points)	Meets Criteria (2 points)	Lacks evidence of Criteria (1 point)	Score
<b>Leadership</b>	Exhibits strong leadership skills through engaging the college community in ways that facilitate contributions of others and strengthens cohesiveness and future effectiveness of campus community. Constructively builds upon or synthesizing the contributions of others as well as engaging them to greater levels of participation.	Shows leadership skills in engaging the college community. Encourages others to greater levels of participation and recognizes the contributions of others.	Is a productive member of the college community but does not exhibit leadership skills in promoting greater participation of others in the college community.	
<b>Service</b>	Is heavily involved and engaged in civic activities, both internal and external to JCCC. Activities reinforce a sense of civic identity and continued commitment to public action.	Provides evidence of engagement in civic activities, either internal or external to JCCC.	Little evidence of engagement in civic activities either internal or external to JCCC.	
<b>Contribution to JCCC</b>	Record of influence during the course of their career at the college made a lasting contribution to the culture and values of the institution.	Career at the college included important contributions.	While an important part of college life, contributions were not long-lasting or as influential on the culture of the institution.	
<b>Ambassador for JCCC</b>	Demonstrates commitment and is actively engaged to collaborate across and within community contexts and structures to promote JCCC.	Works to promote JCCC within the context of their roles in the community and at the college.	Little evidence of promoting JCCC at the college or in the community.	
<b>Total score</b>				