

**2019 MC Staff of the Year Award**

**Nomination Cover Sheet**

*This form must be used to submit nominations.*

Name of Nominee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Years Employed at MC: \_\_\_\_\_ Years Employed in Current Position: \_\_\_\_\_

**Please check the categories for which the staff member is being nominated (3 out of 5):**

\_\_\_\_ Outstanding and notable customer service to students, faculty, staff, and/or the public that contributes to the Montgomery College brand

\_\_\_\_ Extraordinary public service to the College or to the greater community (i.e., has made a difference in the larger community in a collaborative and sustained manner through their role at the College such as dedication to a particular project or cause that has improved the greater community)

\_\_\_\_ Exceptional dedication and support for College practices, procedures, and policies

\_\_\_\_ Initiative, in depth problem-solving, improved effectiveness and efficiency resulting in improved processes, improved student outcomes, and/or cost savings for the College

\_\_\_\_ Inspiration to others (such as continuous learning efforts, demonstrating MC core values, demonstrated leadership, mentorship within the last 3-5 years)

**Please check and attach each of the following information, in the order given:**

\_\_\_\_ Nomination Cover Sheet

\_\_\_\_ Nominator's Letter

\_\_\_\_ Nominee's Position Description

\_\_\_\_ Supporting Materials

\_\_\_\_ Concise description of accomplishments

\_\_\_\_ Nominee's updated profile from Taleo or current resume/CV

\_\_\_\_ Letter of support from nominee's supervisor and administrator

\_\_\_\_ 3 letters of recommendation

Nominator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Extension: \_\_\_\_\_

Senior Vice President/Chief of Staff Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Nominations must be submitted by Friday, March 1, 2019**