



# Distinguished Service Award

## NOMINATION INSTRUCTIONS

The Distinguished Service Award recognizes more than the "employee of the year." This award is given to LLCC employees who demonstrate exemplary leadership and service to the college community, promote a student-focused environment and exhibit a strong commitment to the college's core values. The selection committee, made up of past recipients, will evaluate the qualifications of the nominee from your nomination. Your nomination should include this form **AND** the nomination essay. The essay should clearly describe what qualities your nominee exhibits, through his/her performance, attitude, behavior and action, which put him/her in the elite class of Distinguished Service Award recipients.

**Nominee Category**   ☐ **Faculty**   ☐ **Adjunct**   ☐ **Administrator**   ☐ **Professional**   ☐ **Classified**

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

2 Nominee's Position Title: \_\_\_\_\_

3 Supervisor of Nominee: \_\_\_\_\_

4 Nominator Name: \_\_\_\_\_

How long have you known the Nominee? \_\_\_\_\_

In what capacity? \_\_\_\_\_

I am willing to be recognized as the nominator.   ☐ YES   ☐ NO

### PLEASE READ-Nomination Essay Instructions

In essay form, please provide concrete examples from your nominee's service at LLCC in **ALL** of the following five categories. You must attach your essay to this nomination form for your submission to be considered.

1. **Demonstrates exemplary leadership.**

2. **Demonstrates a strong commitment to the College's Core Values.**

(Please select 3 values from the list below)

- Civility
- Collaboration
- Diversity
- Innovation
- Integrity
- Learning
- Sustainability

3. **Promotes a student-focused environment.**

4. **Demonstrates outstanding service to the College community.**

5. **In closing, provide a personal perspective as to why this person should be selected.**

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

Please submit forms to the Human Resources Office by Friday March 24, 2017