

**KAUA'I COMMUNITY COLLEGE
2024 CHANCELLOR'S AWARD FOR OUTSTANDING
SERVICE**

CRITERIA

PURPOSE:

To give recognition to a Kaua'i Community College (civil service/maintenance/grounds), administrative, professional and technical (APT) employee for outstanding demonstrated work performance, service, leadership and/or the fostering of excellence in higher education.

AWARD ELIGIBILITY:

Any full-time civil service (clerical, maintenance, janitorial, grounds) or APT employee who has been employed continuously for not less than twelve (12) consecutive months at Kaua'i Community College.

Any employee previously nominated may be re-nominated provided the employee has not been chosen as a recipient of this award within the last five (5) years.

CRITERIA FOR SELECTION:

Employees shall be nominated for selection based on outstanding work performance and achievement. Examples of outstanding accomplishments may include:

- making significant improvements in the services of the college;
- showing imaginative or creative solutions to difficult division or college problems;
- taking an active interest and participating in division/division unit or college affairs;
- having a record of competence and sustained efficiency;
- demonstrating integrity and dedication to the Kaua'i Community College's mission
- contributing to the increased efficiency of the college through such means as eliminating unnecessary duplication, economically combining operations, procedures, reports and/or forms, or eliminating water, fire, health or accident hazards.

PROCEDURE FOR SELECTION:

- 1) One Kaua'i Community College Chancellor's Award for Outstanding Service will be made annually.
- 2) A \$500 cash award and certificate will be presented.
- 3) Individual nominations may be made by employees and/or students who shall provide accompanying supporting evidence in writing. Nominations shall be addressed to the Chancellor and submitted on or before the deadline established.
- 4) Selection of the nominee shall be made by a campus committee appointed by the Chancellor based on the criteria.
- 5) The winner will be announced by the Chancellor and recognized at an appropriate occasion.