



2012 Faculty/Staff Member of the Year Nomination Form

The following application is for the Colorado Association of Career Colleges & Schools (CACCS) Annual “Faculty of the Year” and “Staff Member of the Year” Awards. To be considered, the application for each nominee must include the **Faculty/Staff Member Nomination Form (this form)**, the **Justification Letter for Nomination**, and the **Employee Release / School Certification Form**. These documents must be completed in full and submitted to the CACCS office no later than **July 20, 2012**. Winners will be announced at the CACCS Annual Meeting.

The **Justification Letter for Nomination** must be submitted on a separate sheet of paper, and should describe the reasons for nomination using the criteria listed below, as well as specific examples (where appropriate). As with the Student of the Year awards, the Selection Committee will focus on three areas: **Commitment, Performance, and Leadership/Professionalism**. Examples for each of these criteria may include achievements; interaction with peers; extracurricular activities, participation in professional or student organizations, tutoring/mentoring; and/or displaying a positive, lead-by-example attitude.

- 1) **EMPLOYEE COMMITMENT:** Describe the nominated employee’s commitment to the students’ academic and professional career goals.

- 2) **EMPLOYEE PERFORMANCE:** Describe the employee’s performance in regard to student retention, recruitment, training, and/or participation in campus activities.

- 3) **LEADERSHIP/PROFESSIONALISM:** Describe how the employee has exhibited a professional role within the classroom, campus, and community.

2012 Nomination Form Faculty of the Year

PLEASE TYPE OR PRINT ALL INFORMATION

Employee’s Name _____	Title _____
Category <u>Faculty</u> _____	Department: _____
School Name: _____	Contact: _____
Phone Number: _____	Email: _____
Address: _____	
City/State/Zip: _____	

2012 Nomination Form Staff Member of the Year

PLEASE TYPE OR PRINT ALL INFORMATION

Employee’s Name _____	Title _____
Category (circle one): <u>Staff Member</u> _____	Department: _____
School Name: _____	Contact: _____
Phone Number: _____	Email: _____
Address: _____	
City/State/Zip: _____	

Please attach separate statement/reason for nomination.

MAXIMUM OF ONE SUBMISSION PER CATEGORY.



2012 Faculty/Staff Member of the Year

EMPLOYEE RELEASE

I understand and agree to allow _____ (School Name), hereinafter referred to as "School," to submit my name as a candidate for the CACCS Annual "Faculty of the Year" and "Staff Member of the Year" awards. I understand that this application requires the school to submit information from my professional employment history as necessary.

Therefore, I hereby consent to allow the School and CACCS to release the information listed on the **Faculty/Staff Member Nomination Form** and the **Justification Letter for Nomination** for the purpose of the CACCS Annual "Faculty of the Year" and "Staff Member of the Year" award. Furthermore, I agree to allow my name, photograph(s) and the aforementioned information to be used and published by The Denver Post and The Colorado Association of Career Colleges & Schools, and as deemed appropriate by the above listed companies/associations.

Employee's Signature

Date

Printed Name

SCHOOL CERTIFICATION FORM

I hereby certify the information on this application and accompanying documents is true and correct and that the School will provide any additional information requested by the Selection Committee. I hereby consent to allow the CACCS to release the information listed on the **Faculty/Staff Member Nomination Form** and the **Justification Letter for Nomination** for the purpose of the CACCS Annual "Faculty of the Year" and "Staff Member of the Year" award. Furthermore, I agree to allow the School's name and the aforementioned information to be used and published by The Denver Post and The Colorado Association of Career Colleges & Schools, and as deemed appropriate by the above listed companies/associations.

School President/Director Signature

Date

Printed Name

Must arrive at CACCS offices, with other required application documents, no later than July 20, 2012

Mail to:

Colorado Association of Career Colleges & Schools
8074 Grove Street
Westminster, CO 80031

PLEASE NOTE: A PICTURE OF EACH FINALIST WILL NEED TO BE PROVIDED IN A JPEG FORMAT TO BE USED DURING THE AWARD CEREMONY AND FOR THE WEBSITE