

**TERRA STATE
COMMUNITY COLLEGE
CIRCLE OF EXCELLENCE AWARDS**

2010

**INFORMATION AND
NOMINATION PACKET**



TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420

EXCELLENCE AWARDS FOR FACULTY AND STAFF

Name and Purpose of Awards

The Circle of Excellence awards were developed to recognize Terra State Community College employees who dedicate their service and time in making Terra a place of quality service and education.

Nomination Process

Any member of the college community can nominate an individual for an award. Please do not nominate departments. Awards will be presented in four categories: administration/professional staff, support staff, full-time faculty, and adjunct faculty/part-time instruction.

One person in each category will be chosen to receive the Circle of Excellence Award.

NOTE: Winners from the previous two years are not eligible.

Selection of Winners

The selection committee will consist of the winners from the previous two years. The committee will review all nominations and choose *one* from each category to receive the Circle of Excellence award.

Eligibility

All employees of the college are eligible except individuals who have won within the last two years.

Timeline

Nomination forms are due back to Barbara Jackson and Jean Rodriguez by **March 22, 2010**. The committee will convene and have a final decision by March 29, 2009. Awards will be presented at the annual employee recognition luncheon on May 11, 2010.

Awards

A certificate will be awarded to nominees in each category. The Circle of Excellence Award will be awarded to one winner in each category.

Drop-Off Locations

Completed nominations should be sealed in an envelope and returned to Barb Jackson or Jean Rodriguez in the **Presidential Suite-B 207** (located on the second floor of Building B).

Additional Nomination Forms

Additional nomination packets can be found on the student and employee portals.

