

Joe Carroll Memorial Award Nomination Form Instructions

Joe Carroll served as a housekeeper with the college for many years. He showed an immeasurable amount of dedication and impeccable service to our community and his spirit still resonates in our work.

Eligibility:

With limited restrictions*, all **non-exempt** staff members of St. Mary's College of Maryland are eligible for the Joe Carroll Award.

- * (1) Sitting members of the Selection Committee are not eligible.
- * (2) The current Joe Carroll Memorial Award recipient is not eligible for consideration for two (2) calendar years.
- * (3) Extra consideration will be given to employees with an exceptional length of service to the college.

Format:

- ❖ Complete the nomination form available online, from any staff senate member, or from the main office of each academic and administrative building on campus. Please return the nomination form to Beth Byrd (eabyrd@smcm.edu or Calvert Hall rm 216) by 4 p.m. on Friday, April 1, 2016. You may also call 240.895.4280 and make your nomination over the phone.
- ❖ Typed entries are strongly encouraged.

What to Include:

- ❖ Nominations should explain how the nominee demonstrates excellence in **one or more of the four categories**.
- ❖ Nominations should be detailed and specific, **providing examples** of merit wherever possible.

Of Note:

- ❖ The Selection Committee will hold all nominations in confidence.
- ❖ Nominations can also be called in by leaving a phone message at 240.895.4280

Deadline:

- ❖ Completed nominations are due by 4:00 p.m. on Friday, April 1, 2016
- ❖ *There will be **NO EXCEPTIONS** to the nomination deadline.*

**Joe Carroll Memorial Award
Nomination Form for FY16**

Nominee: _____

Date: _____

Length of Service: _____

Nominated By: _____
Name(s)

Staff/Faculty/Student Status

Employee excellence contributes to the overall mission of the SMCM community. The nominee demonstrates excellence from the following categories:

1) Accomplishments

Please describe the nominee's recent achievements below. How was it accomplished? Why is it remarkable?

2) Community Impact

How does the nominee's recent accomplishment impact/benefit the campus community?

3) Commitment and Dependability

Nominee consistently produces work of high quality and provides outstanding service to the campus community. The nominee invests oneself in the job and exhibits a high level of commitment; often makes personal sacrifices in order to get the job done or to handle a temporary increase in workload.

4) Teamwork and Leadership

Nominee enhances cooperation, morale, and teamwork; displays courtesy, diplomacy, and flexibility; and is responsive to others regarding respective issues. Nominee consistently provides effective and sensitive leadership through knowledge, example, and attitude and works well under pressure.

**Thank you for participating in the process of nominating an SMCM staff member for this award!
Please make sure the form is completed and returned to Beth Byrd by 4:00 p.m. on Friday, April 1, 2016.**

Awards and Recognition Selection Committee:

Beth Byrd, *Chair*
Kathy Lewin
Dana Burke
Lisa Youngborg
Sahra Grube
Sherrie Wooldridge
Unzila Chowdhury
Robin Bates
Jamal Swann