To: All Staff
From: Reinalda Medina
Subject: 2009 Presidential Gittleson and HEO Excellence Awards

Nominations are currently opened through close of business September 18, 2009 for the 2009 Presidential Gittleson Excellence Award and the HEO Excellence Award.

Attached you will find the nomination form.

Generally a nominee must have achieved a minimum of 5 years of service in a title in the Gittleson Series and/or the HEO series. Self nomination is prohibited. Every member of the campus community is eligible to nominate a candidate.

The attached nomination form contains additional qualifying information.

I encourage everyone to truly take this opportunity to recognize the exemplary colleague with whom we serve the campus community each day.

If you have any questions feel free to contact me.

Reinalda Medina
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Tel: 718-997-4455
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Gittleson Excellence Award

Date ___________________  Name of Nominee ______________________________

Nominee’s Current Office Title _____________________________________  Nominee’s Supervisor ______________________________________

Name & Rank of Nominator ____________________________________  Nominator’s Signature _______________________________________

Eligibility Criteria:

To be eligible for the Gittleson Excellence Award, nominees must meet the following criteria:

1) Employee must have a minimum of 5 years of service in a title in the Gittleson Series.

2) Self nomination is prohibited.

3) Every member of the campus community is eligible to nominate a candidate.

4) There is a 5 year waiting period to be eligible for consideration after having been awarded an Excellence Award.

Nominees will be judged by the following outstanding achievements:

A) Continuous contribution to the effective delivery of services throughout the campus community.

B) Regular displays of good judgment, independent thinking, and initiative; leading to work that is above and beyond performance expectations.

C) Displays a sense of responsibility for his/her actions.

D) Demonstrated willingness to continuous self development and a desire to learn new approaches to delivering efficient/effective services to campus customer.

E) A constant role model and an inspiration to all members of the college community, students, faculty, staff, visitors and business and community partners.

Justification: On a separate page, using the achievement categories A-E above;

1) Describe what role(s) or area(s) that the nominee excels in.

2) How long has the nominee demonstrated service worth of recognition?

3) What makes this person stand out from others doing similar work?

4) How has the nominee’s contribution impacted the Queens College community?

5) Over what period of time has the nominee made a major commitment?

Submit nomination materials to: Reinalda Medina
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Kiely Hall, Room 163
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Reinalda.Medina@qc.cuny.edu
Fax: 718-997-5799

Nomination applications are being accepted through close of business September 18, 2009.
Higher Education Officer Series Excellence Award

Name of Nominee ________________________________

Date ____________________

Nominee’s Current Office Title ________________________

Nominee’s Supervisor __________________________________

Name & Rank of Nominator ________________________________

Nominator’s Signature __________________________________

Eligibility Criteria:

To be eligible for the Higher Education Officer Series Excellence Award, nominees must meet the following criteria:

1) Employee must have a minimum of 5 years of service in a title in the HEO title Series.

2) Self nomination is prohibited.

3) Excluded Higher Education Officers are ineligible for consideration.

4) Every member of the campus community is eligible to nominate a candidate.

5) There is a 5 year waiting period to be eligible for consideration after having been awarded an Excellence Award.

Nominees will be judged by the following outstanding achievements:

A) Continuously demonstrates “value-added” performance through participation in college initiatives.

B) As a member of Queens College’s community of global citizens, he/she conveys, through his interactions with the campus community, a dedication to excellence, service opportunity.

C) He/she is a role model to others in the campus community.

D) Through self assessment and educational outreach, he/she continues to master new business process innovations and approaches for meaningful integration with the campus community.

Justification:

Please describe the nominee’s success in the campus community as referenced above. Additionally, tell how he/she is identified by his/her knowledge, skills, innovative creativity and ability to positively motivate college faculty, staff, and business and community partners. When preparing your nominee’s justification please provide a distinct justification for each of the achievement categories listed above labeled “A-D”.

Submit nomination materials to: Reinalda Medina
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Queens College
Reinalda.Medina@qc.cuny.edu
Fax: 718-997-5799

Nomination applications are being accepted through close of business September 18, 2009.