Established in 2009, by the Whatcom Community College Foundation in recognition of the exceptional contributions of former College exempt employee and director of the Foundation, Judy Hoover, this award was created to acknowledge the outstanding accomplishments and exceptional individual achievements of the College’s exempt employees. **The** **Judy Hoover Award for Excellence** is bestowed annually to recognize the contributions of an individual in this employment designation who consistently demonstrates excellence in the workplace and dedication to the College mission, and enhances the reputation of Whatcom Community College. This employee transcends the duties and responsibilities that are expected to be fulfilled through the normal course of employment.

To be eligible for nomination, candidates must meet the following qualifications:

* Is currently employed, or was employed within the last two years, by Whatcom Community College in the exempt employment category in the administrative and mid-level management or professional occupation category (except the President and members of the President’s Cabinet)
* Has been employed by Whatcom Community College for at least two years in the exempt category at an employment level of 50 percent or more of full-time equivalency.
* Has not previously been the recipient of the *Judy Hoover Award for Excellence* within the last five years.

 Nominations can be initiated by anyone from the following groups: current and former employees of the College from any employee group; current and former Whatcom Community College Board of Trustees and Whatcom Community College Foundation Board Directors; current and former students of Whatcom Community College; or community members, except family members of the nominee. To nominate a candidate, please complete this fill-in form and email it to PresOffice@whatcom.ctc.edu . You may also choose to print the form, complete it by hand, and send it to the Office of the President.

Also required for completion of the nomination packet is the inclusion of at least of two letters of support from others familiar with the nominee, one letter of which being from the employee’s direct supervisor. A maximum of five (5) letters will be accepted.

**Deadline for submission of nominations is the first Friday in February of each year.**

Nominations will be reviewed, ranked and a selection made by a committee comprised of representatives from the following groups: the President’s Cabinet, the Foundation Board of Directors and/or a Foundation staff member, a faculty member currently serving on the College Council, a classified staff member currently serving on the Professional Development Committee, and the recipient of the Judy Hoover Award of Excellence from the previous year.

Date:

Nominee:

Nominee’s Work Area
 at the College:

Nominated By:

Relationship to Nominee:

If other, please explain:

Describe the attributes of the nominee relative to each of the four categories given below. For each category, provide at least one specific and substantive example that supports your comments. Substantial weight is given to your comments that address each of the specific attributes in parentheses. Use additional pages, if necessary when completing by hand.

Additionally, a minimum of two letters of support must accompany this nomination form from others who are familiar with the nominee, one letter of which being from the employee’s direct supervisor.

1. Proven excellence in the performance in the nominee's assigned duties (efficiency, conscientiousness, timeliness, job excellence, continuous improvement)

1. Inspiration of excellence in others (motivational, professional and ethical behavior, positive attitude)

1. Teamwork in the work place (flexibility, camaraderie, communicating effectively, sharing of knowledge, team building, interpersonal skills).

1. Contribution to and promotion of the College’s mission and goals (student and customer relations, college and/or community service, recognition for service).

I have requested a minimum of two letters of support to be submitted for this nomination from others who are familiar with the nominee, one letter of which being from the employee’s direct supervisor.
 [ ]  Letters attached with this nomination form [ ]  Letters being sent separately