PURPOSE:
To give recognition to a CSN faculty or staff member who has established success in online teaching through promotion of student success, excellent use of technology, effective pedagogy, and relevant professional development.

ELIGIBILITY:
- Any full-time faculty or staff member who has been employed for at least one (1) year by January 1, 2024.
- Any employee previously nominated may be re-nominated provided the employee has not been chosen as a recipient of this award within the last three (3) years.
- Previous winners cannot be nominated for three years, at which time, only material not previously submitted will be considered.
- For committee consideration, this nomination must be answered in completion and typed.

SELECTION PROCESS:
- The Internal Recognition Committee (IRC) will review and score all nominations based on the criteria outlined in the award category's score sheet which is made available on the IRC webpage (https://at.csn.edu/irc).
- Awards may not be given to any Excellence category with fewer than three nominees.
- Recipients of Excellence Awards are restricted to a single award category.
- More than one winner may be recommended from this category based on the scoring results and at the discretion of the IRC.
- The IRC submits their recommendations to the President and VP of Academic Affairs for final selection.

TO NOMINATE:
This application may be completed in collaboration with a nominator, or by process of self-nomination—the selection committee will evaluate both forms of nomination equally.
- Self-nominees: You must obtain a signature of endorsement from your supervisor.
- Nominators: Complete this form with the collaboration of the nominee.

To ensure that the evaluation process is both fair and consistent, please consider how the information will be interpreted by the IRC based on the criteria on the corresponding score sheet. Make sure you provide detailed examples and avoid general comments. Only information included on this form will be considered.

SUBMIT NOMINATION:
Nominations must be submitted electronically as a PDF file to jennifer.daughtery@csn.edu by **Friday, April 19th, 2024 at 5:00PM.** The easiest way to send the nomination packet is to put the completed and signed nomination documents on a school copier, select "email" then add jennifer.daughtery@csn.edu as a recipient. The copier will automatically scan and send it as a .pdf file. You will receive a confirmation email from an IRC member within 48 hours. If you do not receive a confirmation email, contact Jennifer Daughtery via email or office phone 702-651-2612. **Please DO NOT SEND HARD COPIES via intercampus mail.**

FIRM DEADLINE:
Friday, April 19th, 2024 by 5:00PM

AWARD RECIPIENTS:
Winners will be announced at Fall Convocation and each recipient will receive a $500 cash award.

SECTION 1

Nominator Information

Name: _____   Department: _____

Telephone extension: _____   E-mail address: _____

_____

Signature of Nominator   Date

Supervisor Information
(Required for Self-Nominations Only)

Name of Supervisor: _____   Title: _____

I understand that my supervisee is applying for an Excellence Award and I agree they are worthy of consideration.

_____

Signature of Supervisor (required only for self-nominations)   Date

Nominee Information

Name: _____   Department: _____

Title: _____   CSN Hire Date: _____

Telephone extension: _____   E-mail address: _____

I understand that I have been nominated for an Excellence Award and agree that, as a nominee, my name may be publicized in association with this award. Should I be the recipient of this award, I agree to accept this honor. I have reviewed the form and the score sheet and I am satisfied with the nomination.

_____

Signature of Nominee   Date

SECTION 2

To ensure that the evaluation process is both fair and consistent, please consider how the information will be interpreted by the IRC based on the criteria on the corresponding score sheet. Make sure you provide detailed examples and avoid general comments. Only information included on this form will be considered.

Please provide unique examples that demonstrate the nominee's contribution to online teaching for each of the following (use additional space as needed, but limit responses to 250 words):

A. **Student success –** Engaging students, advising/ accessibility, interaction, and/or individual feedback despite limitations of online environment
    EXAMPLE:

B. **Technology Implementation –** Expert use of latest available instructional technology, programs, platforms and tools for online learning
    EXAMPLE:

C. **Pedagogy –** Implementing learning strategies and use of best practices in curriculum development, and presentation to promote student learning (specific to online environment)
EXAMPLE:

D. **Professional development –** Continuing education, training, research participation or conference attendance related to distance/online education
EXAMPLE:

E. **Additional information** - Other information you would like to present regarding this nominee as it relates to this award. Please do not duplicate information that has already been provided in this nomination.
EXAMPLE:

SECTION 3

Summary of Accomplishments

In 50 to 100 words, please write a summary of the accomplishments the nominee would like highlighted. The short description will used during Convocation and in promotional materials throughout the year, with appropriate minor edits based on space and style requirements.