



## Eligibility Criteria and Nomination Questions

### **Staff Person of the Year**

The Staff Person of the Year Award honors outstanding non-teaching staff members who exemplify exceptional performance and dedication to the community college mission across the 58 institutions of the North Carolina Community College System and the System Office. To nominate a candidate, please provide a detailed narrative, not exceeding seven pages, addressing each of the seven selection criteria. Emphasis should be on achievements from the past three years, although ongoing projects may be included. Each criterion should be covered on a separate page and numbered accordingly. Additional information beyond seven pages or one page per criterion will not be considered.

### **Eligibility Requirements:**

Any permanent, full-time or part-time staff member, excluding instructors, presidents, System Office employees, and past award recipients, is eligible. Each institution may submit only one nomination per year.

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### **Nomination Questions:**

#### **Commitment to Mission**

1. Demonstrate how the nominee contributes to the mission of the institution and the North Carolina Community College System.

#### **Job Performance**

2. Provide examples of consistent, excellent performance and contributions that exceed normal job requirements.

#### **Innovation and Leadership**

3. Highlight the nominee's initiative, innovation, and leadership in the workplace.

#### **Resource Management**

4. Explain how the nominee uses time, money, technology, and other resources efficiently for the benefit of the institution and its community.

#### **Professional Development**

5. Detail the nominee's commitment to professional and personal growth, modeling lifelong learning.

#### **Service to Institution and Community**

6. Illustrate the nominee's willingness to share time and expertise through service to the institution and broader community.



**Impactful Suggestions**

7. Provide examples of suggestions that led to financial savings, unique programs, or met pressing community needs.