

Alamo Colleges District Distinguished Employee Award

Recognizing all staff as educators of students

Celebrating colleagues who exemplify the Alamo Colleges District Values Honor the individuals who turn good into great

DEA FAQs

Who can be nominated for the Distinguished Employee Award?

* Current District Staff Senate members are not eligible.*

Any **full-time** District Staff from Alamo Colleges District who:

- Has at least one year of service
- Has satisfactory or above job performance

Any **part-time** District Staff from Alamo Colleges District who:

- Has at least two years of service
- Has satisfactory or above job performance

What are the nomination criteria?

Distinguished Employee Award nominees should exemplify one or more the values listed below in conjunction with the Mission and Vision of Alamo Colleges District:

Students First | Respect for All
Collaboration | Community-Engaged
Can-Do Spirit | Data-Informed

Who can nominate an employee for this award?

Anyone with an Alamo Colleges District affiliation can nominate a deserving candidate. Alamo Colleges District affiliation refers to a fellow staff or someone who conducts business with the colleges.

What should be included in a nomination?

Nominations should explicitly illustrate how the individual is dedicated to the Mission and Vision of the Alamo Colleges District and how that superior performance is exemplified through one or more of the Alamo Colleges District values.

Nominations will be scored as follows:

Each nomination will be evaluated on five distinguishing characteristics and each characteristic will be scored on a scale from 0-5 with 5 being the highest score. At least five staff will review and score nominations. The highest and lowest score for each criteria in the nomination will be dropped and the final scores tallied.

Nomination Instructions

1. Click the link provided through our emails and complete the form. Only one electronic nomination submission is required to be considered.
2. Nominees are selected based on the quality of the submission and not quantity.
3. If there are additional questions please contact us at: dst-staffsenate@alamo.edu

DEA Committee: La Tanya Kurney
(Chair) Rosaura
Ramirez Kimberly
Sanders Marisa Saccio
Paul Dunn

Distinguishing Characteristics, listed below:

- Alamo Colleges District Value(s)
- Attitude/Commitment
- Communication/Professionalism
- Job Excellence/Work Ethic
- Teamwork

Blind Selection Process

The DEA Committee makes the Distinguished Employee Award selections based **solely** on the information supplied by the nominator. Nominations and Recommendations should be as descriptive as possible. All identifying information is removed before the nominations are reviewed by the selection committee.

Scoring Scale:

5: Exceptional

Clearly demonstrated; writing that gives a strong image of candidate's distinction among employees.

4: Exceeds Expectations: Demonstrated well; writing illustrates how candidate is distinguished among employees.

3: Meets Expectations: More often than not demonstrated in nomination; writing gives an idea that the candidate could be distinguished.

2: Below Expectations: Somewhat demonstrated in nomination; writing mentions bare minimum that the candidate could be distinguished.

1: Unsatisfactory: Vaguely mentioned or referenced; writing does not demonstrate employee distinction.

0: Insufficient: Nomination does not address mission, vision, or values; writing speaks well of employee, but does not demonstrate employee distinction.