Celebration of Excellence
Recognition Program | Award Criteria

PURPOSE:
The Celebration of Excellence recognition program was created in 2002 as an avenue for the Division of Student Affairs (DSA) at CSU Channel Islands (CSUCI) to formally recognize and appreciate dedicated and loyal staff and administrators who contribute to the DSA and University's success. This comprehensive program recognizes staff and administrators for their courageous, innovative, and unprecedented efforts as well as their sustained excellence in fulfilling their responsibilities and service to the DSA and CSUCI.

RECOGNITION CATEGORIES:
The Celebration of Excellence recognition program encompasses the following awards: the Core Values Awards, the Spirit of Excellence Award, and the Pillar of Excellence Award.

ELIGIBILITY:
The Core Values and Pillar of Excellence Awards are presented to full-time employees within the Division of Student Affairs who have been employed in the Division for at least one full year (this requirement must be met by the nomination deadline). Length of employment includes time served in a full-time capacity in a consultant or temporary role prior to gaining permanent employment status.

AWARDS & CRITERIA:
Nominations for each award will be evaluated on the following four areas: (1) Demonstrated Willingness to Go "Above and Beyond," (2) Impact of Achievements and/or Contributions, (3) Breadth of Activities or Accomplishments, and (4) Role Model of the respective award category. Definitions and/or examples are provided below for each award category for reference.

Core Values Awards:
The Core Values Awards are presented to up to five individuals and/or groups of employees in the Division who exemplify the five DSA core values: *collaboration, commitment, diversity, excellence, and integrity.*

Criteria for nomination:
- o Recipients of the Core Values Awards must demonstrate an outstanding commitment to the Division's five Core Values. Examples are listed below:
  - ▪ Collaboration
    - • Work with others to realize shared goals
    - • Identify gaps in processes and reach out to colleagues to develop solutions
    - • Assist colleagues with an event, activity, or process outside of their primary area of responsibility in order to meet the needs of students
  - ▪ Commitment
    - • Focus on meeting the needs of students
    - • Recognize the importance of their roles and responsibilities and always give 100%
  - ▪ Diversity

- Intentionally plan events/activities and processes that recognize individual differences, enable access, encourage dialogue and understanding and embrace our differences as individuals within a community
- Recognize and respect various points of view when interacting with colleagues, students and other members of the campus community
- Identify and proactively work with other members of the campus community to eliminate barriers that may prohibit access to the University and all academic and co-curricular activities
- Excellence
  - Acknowledge there is always room for improvement and continuously work towards using systematic assessment to improve
  - Improve a process or program that meets the needs of students in a more effective, fair, or efficient way
  - Know their job or area well; recognized as an expert
- Integrity
  - Deliver on promises to students as well as other members of the community (i.e., "say what you mean and do what you say")
  - Maintain professionalism and adhere to good moral and ethical principles at all times
  - Be accountable and hold others accountable for commitments that have been made to students, colleagues and other members of the community
  - Maintain and strengthen the integrity of the institution by making decisions that are supported by policies and uphold the mission of the University

Spirit of Excellence Award:

This award is presented to up to two individual and/or group of colleagues outside the Division for their integrity, unwavering commitment to student success, spirit of collaboration in an environment characterized by adversity, and their continuous collaborative efforts in the pursuit of excellence.

Criteria for nomination:
- Recipients of the Spirit of Excellence Award must demonstrate one or more of the following:
  - Assisted the Division of Student Affairs in acquiring resources for programs and services, or implemented a new process or policy that supports student success
  - Demonstrated exemplary customer service and/or support for students and the Division of Student Affairs
  - Collaborated in identifying creative solutions that made a significant and positive difference for students and/or the Division of Student Affairs
  - Supported the holistic education for which CI stands

Pillar of Excellence:

This award is presented to one individual or group of employees in the Division who has demonstrated an exemplary level of integrity and professionalism within the Division and University. The Pillar award is considered the Division's *Employee of the Year* Award.

Criteria for nomination:
- Recipients of the Pillar of Excellence Award must demonstrate one or more of the following:
  - Dedication and commitment to achieving the mission/purpose of the University, the Division and their respective program(s)/service
  - Personal style and influence which motivates and inspires those with whom they interact
  - Performance of assigned tasks in an exemplary fashion while inspiring others to improve
  - Outstanding conduct and teamwork in the performance of their duties

- Exceptional reliability, cooperation and collegiality toward achieving departmental, Division and University goals and objectives
- Service as a "pillar" in the DSA while embodying the Division's Core Values

NOMINATION & SELECTION PROCESS:

Nominations will be accepted each year from June 1 through April 15.

Nominations will be accepted for the following awards:

Core Values Awards (up to five individual/group recipients), Spirit of Excellence Award (up to two individual/group recipients), and the Pillar of Excellence Award (up to one individual/group recipient):

- Nominations must be submitted electronically via the appropriate forms.
- Use a separate nomination form for each nominee (individual or group) and for each award.
- Incomplete nominations will not be accepted.
- Nominations will only be accepted from employees within the DSA.
- Nominations must be received by the deadline.
- Multiple nominations do not guarantee an awardee of a particular category.
- Each award nomination should be a minimum of 250 words.

Award Recipient Selection Process:

All award nominations will be reviewed and rated by a Division committee comprised of the Division's Lead Team (5 AVPs) as well as one non-MPP staff member from each sub-area (4) in the Division. Each AVP will designate an alternate committee member to serve in the case of a conflict of interest with a committee member who is also nominated for a specific category.

For fairness, equity, and transparency purposes, a rubric (example below) will be utilized by each member of the review committee to evaluate each nomination of every award. The review committee will provide their rated rubrics for each award to the Vice President, followed by a committee meeting to discuss the results for final review and selection by the VP.

Criteria	0-2	3-5	6-8	9-10
Demonstrated Willingness to Go "Above and Beyond"	Nomination provides vague and/or little to no examples of performance that went above and beyond	Nomination provides some examples of performance that went above and beyond	Nomination provides several specific examples of performance that consistently went above and beyond	Nomination provides numerous detailed examples of performance that consistently went above and beyond
Impact of Achievements and/or Contributions	Nomination provides vague and/or little to no examples of achievements and/or contributions that had positive impact on co-workers, work area, and/or students	Nomination provides some examples of achievements and/or contributions that demonstrate or describe positive impact on co-workers, work area, and/or students	Nomination provides several specific examples of achievements and/or contributions that clearly support the consistently positive impact on co-workers, work area, and/or students	Nomination provides numerous detailed examples of achievements and/or contributions that clearly demonstrate the consistent and positive impact on co-workers, work area, and/or students
Breadth of Activities or Accomplishments	Nomination provides vague and/or little to no details/examples of unique activities or specific accomplishments	Nomination provides some details/examples of unique activities or specific accomplishments	Nomination provides several specific details/examples that clearly demonstrate consistently unique activities and specific accomplishments	Nomination provides numerous details/examples that clearly demonstrate consistently unique activities and specific accomplishments
Role Model	Based on all information provided, employee is an okay role model/example for others	Based on all information provided, employee is a good role model/example for others	Based on all information provided, employee is a clear and unique example of someone who is a role model	Based on all information provided, employee stands out as an exemplary role model