


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	EMPLOYEES OF THE YEAR	Procedure Number:	4-3-107.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-3-107		

Approved:   
President

Date Adopted: 07/01/2004  
Date Revised: 02/22/2010

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

I. FACULTY MEMBER OF THE YEAR

A. Purpose

The Faculty Member of the Year Award is an annual award given to a full-time teaching faculty member to recognize that person as the outstanding instructor of the year. Its purpose is to encourage the faculty to strive for a standard of excellence in all activities relating to the teaching/learning process. The term "Faculty Member of the Year" is reserved for this award.

B. Award

The recipient will be announced by the President at graduation each year. The recipient will be presented a plaque designating that individual as the Faculty Member of the Year. A monetary gift from the Aiken Technical College Foundation may accompany the award. The amount of the award will be determined by the ATC Foundation.

### C. Process

Nominations – A nomination form must be completed and submitted to the selection committee chair to nominate a candidate. Any faculty member may make nominations. Only full-time teaching faculty members are eligible for the award. If a member of the selection committee is nominated, the member will be dismissed from further selection committee meetings. A former recipient will be eligible for the award again four (4) years after their prior selection. Nominations will be made between April 1 and April 15 each year. A Selection Committee will compile the nominations. The names of those persons nominated for the Award will be kept confidential.

Selection Committee – A six-member ad hoc committee will select the recipient. Membership will consist of the following:

1. Dean for General Education
2. Dean for Technical Education
3. Dean for Allied Health
4. An at-large faculty member to be appointed by the President
5. A member of the ATC Foundation Board or its designee to be appointed by the Chairman of the Foundation
6. Two most recent recipients

The most recent recipient will serve as chairperson. The chairperson will schedule necessary meetings to select the recipient. Selection will be made in secrecy by April 30 and will be reported to the Vice President of Education and Training who is responsible for the award.

### D. Eligibility for Nomination

To be considered for the Award, a nominee must meet the following criteria:

1. Be a permanent employee of the College for a minimum period of three (3) years; and
2. Not be a recipient of the Award during the past four (4) years.

### E. Criteria for Selection

The selection committee has the responsibility of securing the nominations, compiling the evaluations of the candidates, and making the final selection of the recipient using a standard evaluation form. The recipient must excel in the following areas:

1. Provides quality instruction;

2. Engages regularly in professional development to increase subject-matter expertise and teaching skills;
3. Earns the respect of others inside and outside of the College setting;
4. Involved in College and community activities;
5. Supports and promotes the philosophy and goals of the College; and
6. Implements change to increase student success in courses/programs.

Point of Clarification

The Faculty Member of the Year Award is totally separate from the SCTEA Teaching Faculty Member of the Year Award and from any award that may be offered by the SGA.

## II. ADMINISTRATOR OF THE YEAR

### A. Purpose

The Administrator of the Year Award is an annual award given to a College administrator. The purpose is to encourage the administrator to strive for a standard of excellence in all activities relating to his or her functional area and to the College as a whole. The term "Administrator of the Year" is reserved for this award.

### B. Award

The President will announce the recipient. The recipient will be presented a plaque designating that individual as the Administrator of the Year. A monetary gift from the ATC Foundation may accompany the award. The ATC Foundation Board of Trustees will determine the amount of the award.

### C. Process

Nominations - To nominate a candidate, a nomination form must be completed and submitted to the selection committee. Any administrator may make nominations. Only full-time permanent administrators are eligible for the award. Should a member of the selection committee be nominated, the member shall be dismissed from further selection committee meetings. A former recipient will be eligible for the award again in four (4) years after their prior selection. Nominations will be made between April 1 and April 15 each year. The selection committee will compile nominations. Names of those persons nominated for the Award will be kept confidential.

Selection Committee – A six-member committee will select the recipient. Membership will consist of the following:

1. President or designee
2. One faculty member to be appointed by the President
3. One member of the ATC Foundation Board of Trustees or its designee
4. One Administrator or member of the Professional Support Staff with supervisory responsibility to be appointed by the President
5. Two most recent recipients

The most recent recipient will serve as Chair in an ex officio capacity. The chairperson will schedule necessary meetings to select the recipient. Selection will be made in secrecy by April 30 and will be reported to the President who is responsible for the award.

#### D. Eligibility for Nomination

To be considered for the Award, a nominee must meet the following criteria:

1. Be a permanent employee of the College for a minimum period of three (3) years; and
2. Not be a recipient of the Award during the past four (4) years.

#### E. Criteria for Selection

The selection committee has the responsibility of securing the nominations, compiling the evaluations of the candidates, and making the final selection of the recipient. The recipient must excel with respect to the following criteria:

1. Demonstrates effective management techniques;
2. Promotes the College in the community;
3. Continues to develop professionally;
4. Is involved in more than the day-to-day efforts of the College;
5. Supports and promotes the philosophy and goals of the College;
6. Demonstrates leadership qualities;
7. Demonstrates innovation; and
8. Earns the respect of others inside and outside of the College setting.

#### Point of Clarification

The Administrator of the Year Award is totally separate from the SCTEA Educator of the Year Award (Administrator/Manager) and from any award that may be offered by the SGA.

### III. PROFESSIONAL SUPPORT STAFF EMPLOYEE OF THE YEAR AWARD

#### A. Purpose

The Professional Support Staff Employee of the Year Award is an annual award given to an individual support staff member. Its purpose is to encourage the support staff employees to strive for a standard of excellence in all activities relating to their assigned department and the College as a whole.

#### B. Award

The recipient will be announced by the President at graduation each year. The recipient will be presented a plaque designating that individual as the Professional Staff Employee of the Year. A cash award from the ATC Foundation may accompany the plaque. The amount of cash award will be determined by the Foundation Board.

#### C. Process

**Nominations** – To nominate a candidate, a nomination form must be completed and submitted to the selection committee. Any permanent support staff employee may make nominations. To be eligible to be nominated, the person must be a permanent employee of the College for at least three (3) years. A former recipient will be eligible for the award four (4) years after their prior selection. Should a member of the selection committee be nominated, the member shall be dismissed from further selection committee meetings. Nominations will be made between April 1 and April 15 each year. The selection committee will compile nominations. The names of those persons nominated for the Award will be kept confidential.

**Selection Committee** – A five-member committee will select the recipient. Membership will consist of the following:

1. A member of the Executive Staff appointed by the President
2. One member of the ATC Foundation Board of Trustees or its designee
3. One member of the faculty
4. One member of the Professional Support Staff to be appointed by the President
5. Two most recent recipients

The most recent recipient will serve as chair in an ex officio capacity. The chairperson will schedule necessary meetings to select the recipient. Selection will be made in secrecy by April 30 and will be reported to the President who is responsible for the award.

#### D. Eligibility for Nomination

To be considered for the Award, a nominee must meet the following criteria:

1. Be a permanent employee of the College for a minimum period of three years; and
2. Not be a recipient of the Award during the past four (4) years.

E. Criteria for Selection

The selection committee has the responsibility of securing the nominations, compiling the evaluations of the candidates, and making the final selection of the recipient. The recipient must excel with respect to the following criteria:

1. Demonstrates excellence in overall work performance;
2. Promotes positive morale through a congenial, supportive attitude and by providing service to others;
3. Puts forth an effort to improve self as well as to develop and recognize others;
4. Exhibits initiative and creativity resulting in improved operating efficiency of the unit, department, division, or the College;
5. Enhance the image of the unit, department, division, or the College; and
6. Supports and promotes the philosophy and goals of the College.

Point of Clarification

The Professional Support Staff Employee of the Year Award is totally separate from the SCTEA Educator of the Year Award (Staff) and from any award that may be offered by the SGA.