

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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

Approved:


President


Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 10/11/2021

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 faculty member to recognize that person as the outstanding faculty 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.

B. Award

The award will be presented 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 standardized nomination form must be completed and submitted to the selection committee chair to nominate a candidate. Any faculty member, staff member, or student, with the exception of any Executive Staff Member, may make nominations. Only full-time faculty members are eligible for the award. If a member of the selection

committee is nominated, the member will be replaced. A former recipient will be eligible for the award again seven (7) years after their prior selection. Nominations will be made between March 1 and March 15 each year. A Selection Committee will compile the nominations using standardized collection criteria. The 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. Dean to be appointed by the Chief Academic Officer
2. Director to be appointed by the President
3. An at-large staff member to be appointed by the President
4. An at-large faculty member to be appointed by the President
5. The most recent recipients of both the Faculty Member of the Year Award and the Staff Member of the Year Award

A representative from Human Resources will serve as chairperson and ex-officio. The chairperson will schedule necessary meetings and review selection process/criteria with committee members to select the recipient. A member of the ATC Foundation Board or its designee to be appointed by the Chairman of the Foundation will also serve as an ex-officio member. Selection will be made in secrecy by March 30 and will be reported to the President.

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 seven (7) 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 not a duplicate of any award that may be offered by the CHE, SCTEA, or other similar organizations.

II. STAFF MEMBER OF THE YEAR AWARD

A. Purpose

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

B. Award

The award will be presented at graduation each year. The recipient will be presented a plaque designating that individual as the Staff 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 standardized nomination form must be completed and submitted to the selection committee chair to nominate a candidate. Any faculty member, staff member, or student, with the exception of any Executive Staff Member, may make nominations. Only full-time staff members are eligible for the award. If a member of the selection committee is nominated, the member will be replaced. A former recipient will be eligible for the award again seven (7) years after their prior selection. Nominations will be made between March 1 and March 15 each year. A Selection Committee will compile the nominations using standardized collection criteria. The 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. Dean to be appointed by the Chief Academic Officer
2. Director to be appointed by the President
3. An at-large staff member to be appointed by the President
4. An at-large faculty member to be appointed by the President
5. The most recent recipients of both the Faculty Member of the Year Award and the Staff Member of the Year Award

A representative from Human Resources will serve as chairperson and ex-officio. The chairperson will schedule necessary meetings and review selection process/criteria with committee members to select the recipient. A member of the ATC Foundation Board or its designee to be appointed by the Chairman of the Foundation. Selection will be made in secrecy by March 30 and will be reported to the President.

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 seven (7) 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 Staff Member of the Year Award is not a duplicate of any award that may be offered by the CHE, SCTEA, or other similar organizations.