



Gittleson Excellence Award

Date _____	Name of Nominee _____
Nominee's Current Office Title _____	Nominee's Supervisor _____
Name & Rank of Nominator _____	Nominator's Signature _____

Eligibility Criteria:

To be eligible for the **Gittleson Excellence Award**, nominees must meet the following criteria:

- 1) Employee must have a minimum of 5 years of service in a title in the Gittleson Series.
- 2) Self nomination is prohibited.
- 3) Every member of the campus community is eligible to nominate a candidate.
- 4) There is a 5 year waiting period to be eligible for consideration after having been awarded an Excellence Award.

Nominees will be judged by the following outstanding achievements:

- A) Continuous contribution to the effective delivery of services throughout the campus community.
- B) Regular displays of good judgment, independent thinking, and initiative; leading to work that is above and beyond performance expectations.
- C) Displays a sense of responsibility for his/her actions.
- D) Demonstrated willingness to continuous self development and a desire to learn new approaches to delivering efficient/effective services to campus customer.
- E) A constant role model and an inspiration to all members of the college community, students, faculty, staff, visitors and business and community partners.

Justification: On a separate page, based on the above profile;

- 1) Describe what role(s) or area(s) that the nominee excels in.
- 2) How long has the nominee demonstrated service worth of recognition?
- 3) What makes this person stand out from others doing similar work?
- 4) How has the nominee's contribution impacted the Queens College community?
- 5) Over what period of time has the nominee made a major commitment?

Submit nomination materials to:

Reinalda Medina
Office of Human Resources
Kiely Hall, Room 163
Queens College
Reinalda.Medina@qc.cuny.edu
Fax: 718-997-5799

Nomination applications are being accepted through August 31, 2008.