



President's Excellence in Leadership Award

Purpose

The President's Excellence in Leadership Award recognizes administrators and managers who lead with integrity, effectiveness, deliberate focus and collaboration contributes to the attainment of the college goals and student success. The award also recognizes the administrators demonstrated exceptional service to the Skyline College community and the effective use of the culture and traditions of Skyline College in enhancing social justice, human achievement, community-oriented projects or other activities.

The Nomination Process

Nominations are sought from administrators, faculty and staff from Skyline College. The nomination form and narrative must be forwarded to the Screening Committee. The screening committee will forward at least two recommendations to the President. The President, in consultation with the executive leadership team, will make a final selection based on how well the candidates meet the Leadership Standards of Excellence.

Required Documentation

Nomination materials consist of a "President's Excellence in Leadership Award Form" and a concise narrative providing concrete examples of how the nominee has excelled in one or more of the criteria listed on Pages 1-2. Attach no more than one page to the back of the President's Excellence in Leadership Award Nomination Form.

Eligibility

A nominee must be an administrator/manager employed within the San Mateo County Community College District at Skyline College who has performed exceptional service during the calendar year. An award may be made posthumously in the name of a manager to the surviving spouse, child, or parent of such manager.

Criteria

The President's Excellence in Leadership Award recipients will have made a significant impact at Skyline College through outstanding dedication, leadership and mentoring for others, exceptional performance, ingenuity, building strong community partnership relationships, impact and service to students as demonstrated by the criteria listed. A dedicated, inspiring inspirational leader who serves as a role model and mentor to others is especially valued at Skyline College. One who is open to change, innovative, and makes a discernable impact on the college, students and community, while valuing and respecting others and serving beyond their own area of responsibility is a true representative of excellence in leadership.

Each nominee should excel in one or more of the following areas:

- **Leads with Integrity – Expects Excellence** -- open honest communication; allows for risk, innovation, and creativity; promotes a culture of continuous improvement; instills a sense of optimism

- **Exhibits Effectiveness and Operational Excellence**-- confronts the brutal facts; Challenges assumptions; uses data to guide actions and decisions; engages in constructive dialogue and debate; challenges assumptions but assumes the best intentions of colleagues; Willing to make difficult decisions
- **Act as a Team of Learners and Teachers** -- acknowledges and engages each other in collaboration; thinks independently while still acting with unity; equally values each member of the team; holds self and colleagues accountable
 - Empowers and supports team members to achieve excellence.
- **Has a Deliberate Focus** -- maintains a student centered focus
 - Is disciplined and engaged; thinks and acts with clearly defined goals to achieve results; continuously reinforces the College's commitment to social justice, equity and access; thinks and acts with passion, purpose, and humility, to be intentional and deliberate, and to know when to challenge the status quo.
- **Performs Acts of Exceptional Valor** –clearly distinguishes him/herself by bravery, heroism, or outstanding courage and places the safety and welfare of the people of the Skyline College community above all other considerations.

President's Excellence in Leadership Award Screening Committee

The Screening Committee is composed of a minimum of three (3) members of the Skyline College Managers' Council. The president will appoint the committee members each year.

The Committee will evaluate and rank the nominees. The selection committee will forward at least two candidates for the award to the president. In consultation with the executive leadership team, the president will select the award recipient.

Application Deadline

The deadline for submissions of completed applications is 9:00 a.m., Monday, May 15, 2017. All application forms must be submitted to Christine Roumbanis at roumbanis@smccd.edu.

Award

The recipient of the President's Excellence in Leadership Award will receive a commemorative plaque and a monetary gift.

PRESIDENT'S EXCELLENCE IN LEADERSHIP AWARD NOMINATION FORM

The annual President's Excellence in Leadership Award recognizes excellent administrative professional performance that helps Skyline College meet its strategic goals and mission, vision and values. The President's Excellence in Leadership Award Selection Committee will consider many characteristics to determine the winners. Please provide concrete examples of how the nominee has excelled in one or more of the criteria listed on Pages 1-2. (No more than one page).

Nominee's Name _____ Date _____

Nominee's Title _____

Nominee's Division/Department _____

Nominated by _____ Your Title _____

Your Telephone Number _____ Your Email Address _____

Please email the completed "President's Excellence in Leadership Award Nomination Form" to xxxxxx@smccd.edu. Please attach a narrative with the nomination form (not to exceed one page).