

Academic Senate Procedure for Selecting CHC Professors of the Year and Classified Employee of the Year

Background: Two Full-Time Professors of the Year, one Part-Time Professor of the Year and one classified employee of the Year will be selected during the spring term of each academic year. These outstanding employees will be recognized at the various end of year celebrations. The Professors of the Year will lead the faculty procession at graduation and if they wish to do so, have the distinct honor of reading the names of the graduates. The FT faculty will also be given a dedicated parking space during the academic year following their award.

Faculty and Classified of the year will be elected by the CHC contract faculty from a list of nominees submitted by the CHC Department Chairs.

A. Nominations:

- a. Call for Nominations: No later than the 2nd AS meeting in March, the Academic Senate President will announce the Faculty of the year and Classified of the Year awards and will call for nominations by the CHC Department Chairs.
- b. Each Department Chair may nominate one person for full-time faculty of the year, one person for part-time Faculty of the year, and one person for classified member of the year.
- c. The nomination form will ask that each of the following criteria be delineated:
 - i. Outstanding service and contributions to the college community
 - ii. Outstanding support of student success
 - iii. Any additional criteria deemed significant
- d. Those who have been honored in past five years are not eligible for nomination.
- e. Nominations must be submitted to the AS President by the last Friday in March

B. Voting:

- a. By the end of the 2nd week in April, the names of all nominees, for each of the 3 categories, will be posted on the Academic Senate website.
- b. At the start of the 3rd week in April, a link to an electronic ballot listing the names of all nominees, for each of the 3 categories, will be emailed to all full time faculty.
- c. All contract faculty will be given 7 calendar days to cast their votes as follows:
 - i. 1st, 2nd, 3rd choice for FT faculty of the year
 - ii. 1st, 2nd choice for PT faculty of the year
 - iii. 1st, 2nd choice for Classified member of the year
- d. Voting will end the 3rd Friday in April.

C. Counting ballots: All electronic ballots will be tallied by the AS exec at the last AS exec meeting (4th Wed) in April.

D. The President of the Academic Senate will congratulate the winners by the end of April and will announce the winners at the first Academic Senate meeting in May (1st Wed)