

**Distinguished Service Award**

**Nomination Form**

***Part-Time Faculty***

***Presentation of Award:*** This award will be presented to a part-time faculty member during the Part-Time Faculty Appreciation Dinner in May.

***Nominations:*** Nominations may be made by any college employee, student or former student and should be submitted to the *Human Resources Office, Room C-2103, by March 24, 2023*.

***Qualifications for Nominees:*** The nominee must have worked at the College during at least one of the semesters of the current academic year and for at least two semesters in the last two academic years and have made significant contributions to the College community.

**Step 1: Identify the individual being nominated by typing into the fields below:**

**Name:** Click here to enter text. **Title:** Click here to enter text.

**Campus Location:** Click here to enter text. **Telephone:** Click here to enter text.

**Years employed at Lakeland:** Click here to enter text. **Supervisor:** Click here to enter text.

**Step 2: Provide information for the criteria shown below as it pertains to your nomination of the individual by typing into the fields below:**

1. Superior quality of job performance: Click here to enter text.
2. College involvement (e.g., committees, United Way, commencement): Click here to enter text.
3. Innovation: Click here to enter text.
4. Professional Development: Click here to enter text.
5. Longevity with the College: Click here to enter text.
6. Active memberships/offices held in organizations that reflect positively on, or enhance the College’s reputation: Click here to enter text.
7. Awards or recognition that reflect positively on, or enhance the College’s reputation: Click here to enter text.

**Step 3: Solicit and attach letters of support for this nomination from at least three other individuals.**

**Step 4: Provide contact information for the primary person submitting this nomination by typing into the fields below:**

**Name:** Click here to enter text. **Contact Number** Click here to enter text. **Date:** Click here to enter text.

The Distinguished Service Award Committee will forward the name of the nominee it recommends for this award to the College President.