

# **TRIBE AWARD GUIDELINES AND NOMINATION FORM**

## **Purpose of the Award**

To recognize outstanding full-time and part-time employees (staff or student) of Wabash Valley College who embody the College's standards for excellence and innovation.

To reward those employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own offices.

To acknowledge those employees whose efforts have inspired and supported the performance and achievement of others.

To provide awards to such employees by a means that is fair, with equal consideration of all eligible staff, regardless of the locus or level of responsibility within the College.

To provide recognition each fall and spring semester of a WVC staff or student employee who demonstrates:

- A positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others;
- Commitment to quality in carrying out job responsibilities, and is an asset to the IECC/WVC community; and
- A willingness to exercise servant-leadership, take initiative, and accept and carry out additional responsibilities beyond regular job assignments for the good of the campus community as a whole.

## **Name of the Award**

The name of the award shall be the TRIBE Award. TRIBE shall stand for: True Role Model Inspiring By Example.

## **Nomination and Selection Process**

1. A Committee comprised of the President, Dean of Instruction, Director of Business, Director of Enrollment Management, Athletic Director, Assistant Dean of Student Services, O&M Team Leader, and Administrative Assistant to President shall have the responsibility for managing the nomination, selection, and award process for the TRIBE Award. Members of the Committee are not eligible to receive the award during their time of service.

2. The President shall make the initial appointment of the necessary number of Committee members. The President shall make subsequent appointments to the Committee as necessary.

3. One (1) employee per semester shall be selected for a single award to be awarded as set forth below:

Recognition of TRIBE Award recipients will occur at the fall and spring Faculty/Staff Workshops. In addition, all TRIBE Award recipients for the year will be recognized at the May graduation ceremony.

The fall award recipient will be recognized at the spring Faculty/Staff Workshop.

Spring and summer award recipients will be recognized at the fall Faculty/Staff Workshop.

4. A candidate for the award must be an individual, not a department, division, or other functional unit or group of people.
5. Nominations may be made by anyone with an active affiliation with the Wabash Valley College community (i.e., staff, faculty, administrator, student, alumni).
6. A candidate for the award must meet the following criteria:
  - Nominee must be a full-time or part-time Professional/Technical, Maintenance/Custodial, Support Staff or Student employee of Wabash Valley College.
  - Has not been selected to receive the TRIBE Award within the past twelve (12) months.
  - Must not have any active disciplinary action pending.
  - Has a positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
  - Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.
  - Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments.
  - Is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.
7. Any eligible staff member may be nominated more than once.
8. All nominations must be submitted on the form available on the website and received by the Committee by dates determined by the Committee in order to be considered for that semester's award.
9. The decision will be made by the TRIBE Committee within the time frames needed for recognition at the scheduled fall and spring workshop dates.
10. Award recipients shall not be eligible for the award more than once in any 12-month period.
11. Nominees who do not receive the award for the semester in which they have been nominated, may be nominated again, but will not automatically remain in the nomination pool.

### **Award Framework**

Award recipients shall receive:

- A visit from the members of the Committee to present the award, where a picture will be taken for publication in internal communications venues;
- A token of appreciation for the employee to keep; and
- A certificate suitable for framing or other appropriate gift.

**TRIBE AWARD  
NOMINATION FORM**

In recognition of exemplary job performance and outstanding contributions to Wabash Valley College, I would like to nominate the following employee for the "TRIBE Award":

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Briefly describe how this nominee represents the spirit of the "TRIBE Award." Please give specific examples using the following criteria:

How does the candidate enhance the WVC community through his/her service and contribution in his/her position and campus involvement?

Describe the nominee's commitment to quality, initiative, and professional growth. Please give specific examples.

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Additional information:

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What is your affiliation with WVC? (Circle one)

- Staff
- Faculty
- Administration
- Student
- Alumni