



Category
<b>TEAM OF THE YEAR PROGRAM – 5:04:00:00</b>
Approval
<b>Leadership Council Approved:</b> February 3, 2017
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<b>Revised:</b> N/A
<b>Responsible Party:</b> Executive Director of Human Resources

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**I. PURPOSE**

The “Team of the Year” program recognizes outstanding performance and collaboration by groups of staff and faculty at Motlow State Community College.

**II. DEFINITION**

A “team” is defined as any group of three or more Motlow State Community College employees who worked together and accomplished phenomenal results. A “team” may consist of a committee, a task force, a group assigned to a special project, an academic department, a division or a specific department or sub-group within one of the college divisions. A “team” may have members college-wide or may be limited to members from a specific campus.

**III. ELIGIBILITY**

- A. The competition is open to any “team” of Motlow State Community College employees as defined in Paragraph II of this policy.
- B. Team projects must have commenced during the current Academic Year for which the nomination is received.
- C. Temporary employees are eligible if they are part of team that includes full-time employees.
- D. Contract and student employees are not eligible for nomination.
- E. Employees must be actively employed at the time of the payment of the award.

**IV. HOW TO COMPETE**

- A. Nominations will be made using the “[MSCC Team of the Year Nomination Form](#)” (see Appendix A). This form may be completed and submitted via the Motlow State Community College website.

- B. Any nomination must include a narrative or video outlining the team's greatest accomplishment(s), along with all evidence needed to support the nomination for the award. Nominations must include a list of eligible team member names and positions within the college. Evidence to support the nomination may include performance on the THEC Outcomes-based Funding Formula, efforts to comply with SACSCOC accreditation, awards, recognitions, certifications, publications, presentations, community honors, flyers or materials from activities, statistics, and other materials that demonstrate the importance of the collective accomplishments of the team/group and its members.
- C. Nominated teams must designate a representative which will be required to appear in person to present the nomination and evidence to the Leadership Council for judging.
- D. Nominations may be made by any employee.
- E. The narrative or video, along with all needed evidence, must be submitted to the Executive Director of Human Resources no later than May 31<sup>st</sup> of each year to cover the previous 12 months.

#### **V. SELECTION COMMITTEE**

- A. The Leadership Council will evaluate all submissions by July 31<sup>st</sup> of each year to determine one winning team. Submissions will be judged based on criteria found on the Team of the Year Judging Sheet (see Appendix B). All teams nominated will be publically recognized, with the winning team announced during fall convocation.
- B. Any member of the selection committee who has served on a team that has been nominated for this award must recuse themselves from the judging process.

#### **VI. REWARDS**

- A. Members of the winning "Team of The Year" will receive:
  - 1. a "Team of the Year" trophy,
  - 2. certificates of recognition for each member of the team,
  - 3. recognition posted on the Motlow State Community College website and,
  - 4. if approved in the annual budget, an award of \$4,000 to be equally divided among the team members.

APPENDIX A

*This is an example of the nomination form. Forms should be completed and submitted through the Motlow State Community College [website](#).*

## Motlow State Community College Team of the Year Award Nomination Form

The Team of the Year program recognizes outstanding performance and collaboration by groups of staff and faculty at Motlow State Community College. Please refer to the eligibility submission requirements for nominations.

*Nominations must include this form, a list of all employees on the nominated team, a narrative or video outlining the team's greatest accomplishment(s) and all evidence to support the nomination.*

**Nominated team:**

**Names of all team members:**

**Department/Program:**

**Describe in detail how the nominated team meets one or more of the following criteria:**

*(The selection committee will assign a score for each of the criteria below:*

1. **Outstanding service to others** (employees, students, visitors) – actions were especially helpful or made a good impression for the college:

2. **Innovation** – the team developed something original, a new idea, a more effective process, solved a problem, improved productivity, safety, workflow, profitability, etc.:

3. The team performance will likely have a **positive effect on the success of students or of a program/department:**

4. Demonstrated **outstanding teamwork** in order to achieve a goal. Team did whatever was needed to accomplish goals – efforts may have crossed departmental lines and normal job duties.

Submitted by:

Date submitted:

APPENDIX B

## Motlow State Community College Team of the Year Award Judging Sheet

Nominated Team: \_\_\_\_\_

Score each section on a scale of 1 to 5, with 5 being the highest score.

The team provided **outstanding service to others** (employees, students, or visitors). Actions were especially helpful or made a good impression for the college

1	2	3	4	5
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**Innovation:** The team developed something original, a new idea, a more effective process, solved a problem, improved productivity, safety, workflow, profitability, etc.

1	2	3	4	5
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The team performance will likely have a **positive effect on the success of students or a program/department.**

1	2	3	4	5
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The group demonstrated outstanding **teamwork** in order to achieve a goal. The team did whatever was needed to accomplish goals – efforts crossed departmental lines and normal job duties.

1	2	3	4	5
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Total score of all 4 sections: \_\_\_\_\_

By: \_\_\_\_\_