Team Falcon Award Nomination Form

|  |  |  |  |
| --- | --- | --- | --- |
| Work Group Being Nominated: | <Work Group> | | |
| List Employees in Work Group: | <Employee List> | | |
| <Employee List (cont.)> | | | |
| Employee Nominating Above: | <Nominator> | | |
| Nominating Employee Signature: |  | Date: | <Date> |
| ***\*\*Please submit to your division VP/Provost by Monday, March 16, 2018.*** | | | |
| Approving VP/Provost Signature: |  | Date: | <Date> |

***\*\*Approved form must be submitted to Human Resources by Friday, March 23, 2018.***

**Award Criteria**

The Team Falcon Award is a means for the College to recognize a group or team that collaborated successfully on a significant project or initiative that advanced departmental or college-wide goals. **The following criteria must be met:**

* The team made a significant contribution towards achievement of a strategic goal
* The team exhibited innovation, creativity and excellence
* The group fostered a team environment that promoted communication, trust, cooperation and respect for differences

**Eligible work groups include**:

* Units, departments, task forces, and committees or other cross-departmental work groups
* May be comprised of part-time or full-time staff, administrative and/or faculty employees
* Team members recognized must have had significant involvement in the accomplishment of the project, process or initiative
* Generally, teams will consist of 3 to 10 individuals

**Please describe below the reason for this nomination. Important details to document include the following:**

* Description of the goal achievement and the corresponding positive impact on the College and the community
* The effort and ingenuity required for this achievement
* Any hurdles or difficulties that were overcome in reaching this goal
* The ways in which this work group exemplified collegial team work

|  |
| --- |
| <Enter Response> |