Click here for Instructions (include this in the message)

All complete nomination packets must include the following five (5) items:

1. **Nomination Form**
   - Place this as the first sheet of the packet.
   - Ensure that all items are checked-off on the grid and the appropriate signatures have been obtained.
2. **Nomination Evaluation**
   - For each of the five (5) criteria, circle the number of points based on the nominator's assessment and write the numeric value under colum titled "Rating"
   - Then add the points for the five (5) criteria and reflect total numeric value in box titled "Total Points"
   - Note that there is an additional optional category – ***Accelerating Academic Excellence & Innovation*** which may allow nominee to exceed the total of 100 points for the five categories
   - Rating Guide: Included in Form to serve as a guide
3. **Nominator Narrative**
   - For each of the five (5) criteria with assigned points provide detailed information related to quantifiable and qualitative evidence supporting points assigned
4. **Copy of two (2) Prior Performance Reviews**
   - Include copies of performance reviews for the past two (2) fiscal years reflecting appropriate signatures and overall rating of satisfactory or above.
5. **Copy of Job Description:** In order to obtain the most up-to-date job description, please click on this link: https://miamidadecollegeprod.sharepoint.com/:u:/r/sites/HR/SitePages/Job-Descriptions.aspx?csf=1&web=1&e=auM9Rk In the search box, you may type the pay grade, job title or job code number in order to locate the nominee's job description.

All approved packages are to be emailed by the Area Heads (Provost, Campus President of Vice Provost) to the attention of Ms. Mary de Laosa, Vice Provost, Human Resources at mdelaosa@mdc.edu.

To ensure that approved nominations are processed, they must be received by the Division of Human Resources ***on or before November 17, 2023***.

Please contact the Division of Human Resources main number at 305-237-2051, should you have any questions.