



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
1003.1

October 14, 1998

ACCT (ASSOCIATION of COMMUNITY COLLEGE TRUSTEES) OUTSTANDING FACULTY MEMBER AWARD

This procedure provides a structure under which outstanding faculty may be presented to the Board for consideration as District nominee for the Association of Community College Trustees ACCT) Outstanding Faculty Member Award.

FUNCTION

1. The rules concerning nominations will be provided to the President of each college along with copies of the official nomination forms.
2. Nominations from each campus will be considered and a District nominee selected by the Board of Trustees.

IMPLEMENTATION - Sequence of Events

1. Assistant Chancellor - Human Resources

Upon receipt of information from ACCT concerning the Outstanding Faculty Award Program shall:

- a. Review material and establish a timeline to assure District nomination will meet the ACCT deadline.
- b. Provide materials required to each college president under a cover letter assigning deadlines for action.
2. College President
 - a. Shall coordinate with the faculty senate to nominate an outstanding faculty member based on criteria published by ACCT.
 - b. Prepare nomination forms and materials and forward them to the Assistant Chancellor - Human Resources. (Forms should be prepared for the Chancellor's signature.)
3. Assistant Chancellor - Human Resources
 - a. Reviews nomination documents to assure they comply with the ACCT instructions.
 - b. Coordinates with the Chancellor to secure the Chancellor's recommendation.
 - c. Prepares a Docket for Board consideration of the District nomination.

- d. Secures Chancellor's signature reflecting the Board's action.
- e. Duplicates the nomination documents as required by ACCT and mails the District nomination with "return receipt requested".

FORMS/REFERENCES

1. Nomination criteria and official nomination forms secured from ACCT.
2. SDCCD Policy 0010
3. SDCCD Policy 1003

SUPERSEDES: 1/14/86