

## **TORCH Award Policies & Procedures:**

- A nominee may be any part-time, full-time or fill-in employee employed on the Bay College campuses. Temporary employees such as work-study, student employees, lab assistants, tutors, independent contractors are exempt from being nominated. New members should be previous Torch Award recipients, whenever possible.
- All paper nominations require an original signature of the nominator. All online submissions must have the name and email address of the nominator.
- Applications may be obtained from the Human Resources Department, from the HR web page on myBay, or can be electronically submitted from Bay College's website, and must be submitted to the HR Department via campus mail or by emailing the submission form to Human Resources.
- The committee shall consist of 5 to 7 members and should represent staff, faculty, and administrators, whenever possible. The committee will meet once prior to the beginning of each quarter to review nominations and select the recipient for the quarter. The committee member term is 1 year from the end date of their award period (for award recipients) or initiation month. A quorum is needed to make a selection – at least 3 of a 5 member committee or 4 of a 6 member committee, etc. The current committee recruits the new members.
- There is no limit on how many times an individual may be nominated, but an individual may only receive the award once in any given year (Sep – Aug). Once a person is selected for the TORCH Award, they are not eligible to receive the award until one year has lapsed from the end date of their award period.
- Nominations are retained for 18 months from the month of submission. Expired nominations will be shredded. Nominations that are considered incomplete will be returned to the nominee to correct and resubmit if desired.
- Nominations are judged by the committee on the content of the written nomination, number of nominations received and committee consensus. If a committee member has questions about a nomination/nominee prior to voting, the committee member may ask other committee members if they can provide more information. When two individual nominations are equally strong, selection may be influenced by multiple nominations.
- When selecting the TORCH award winner, each committee member will vote for 3 (ranking 1, 2 and 3). After all committee members have voted, the nominee with the most "1" votes will win the award. If there is a tie, each committee member will have one vote, and the committee will revote between only the tied nominees. A nomination does not ensure that an individual will be selected by the committee.
- If there were multiple nominations for the TORCH recipient, the committee can choose to split the nominator's prize amongst the nominators.
- The selection process is difficult due to the high volume of dedicated and deserving employees. It is suggested that the person making the nomination not notify the nominee about the nomination in order to avoid disappointment. The nomination is kept confidential from the recipient until the TORCH presentation.
- Committee members are exempt from making nominations and may not be nominated. If HR receives nominations for committee members, they will be returned to the nominee and may be rewritten/resubmitted once the individual(s) have completed serving on the committee or HR may hold nomination confidential until the committee member's term is complete.
- The current TORCH Committee shall be charged with reassessing the TORCH award prior to the end of their tenure on the committee, and developing new policies and procedures based on the current climate and needs of the campus at that time. Complete TORCH Award Policies and Procedures may be obtained from the HR web page. These policies and procedures shall continue until August 2024.