

League Excellence Awards Submission Instructions

League Board and Alliance member colleges and systems are invited to submit the names of faculty and staff at their institutions who exemplify exceptional teaching and leadership for this prestigious award. Each member institution facilitates its own recipient selection process.

Participation in these awards is a League membership benefit. While we recognize that industry partners, community representatives, and students may be involved in college efforts, these awards are strictly for college employees.

Award Contact

The designated Excellence Award contact is the only person from your institution who can access the award portal and submit recipient names. If you are not that person, please send these instructions to him/her/them. To learn the name of your college's Excellence Award contact, or, if you are the award contact and your institution has decided to designate someone else, email [Kelly Dooling](#).

The deadline to submit recipient names is December 1, 2025.

Step-by-Step Instructions for Online Submission of Recipient Names

1. Log in to your League account at www.league.org. (If you do not remember your username and/or password, click on "Forgot Password?" and enter your college email address to receive a password reset email. **Please do not create another account**; as an award contact, you already have one.)
2. Once you are logged in, hover over "My Account" at the top, right of the page and select "Excellence Awards Submission."
3. Click on "Submit Award Recipients" and hit the "Next" button.
4. On the Recipients page, click on the "Add New" button, then enter a recipient's last name in the "Search for a Customer" field.
 - If the recipient has a League account, his/her/their name will appear. Select the recipient's name and hit "Save." Recipients who do not have a League account will not appear in the list.
 - If you are able to find **every** recipient's name and add it to the list, hit 'Next.' If you did **not** find every recipient's name, complete the following steps **prior to submitting**:
 - a. Download the [League Awards Account Creation Spreadsheet](#);
 - b. Fill out and check all required information **only** for those award recipients who do not yet have a League account; and
 - c. Email the completed spreadsheet to [Kelly Dooling](#) with the subject line "Excellence Awards Account Creation." Once you receive notice that the new account(s) have been created, you may continue the submission process.
 - To access your "In Process" application and add recipients **after** communicating with Kelly:
 - a. Repeat steps 1 and 2 above.
 - b. On the landing page, click on "Details" to the right of your pending submittal to reenter the application. (Do not start a new submittal.)
 - c. Select the "Recipients" page using the tabs on the left and add additional recipients (see step 4).
5. **Before submitting, confirm that all recipients chosen by your institution appear on the 'Recipients' tab.** (Recipient information will appear online, in the League Awards Program, and in other related publications as submitted.)
6. Hit "Submit" **in the left menu** to complete the submission process.
7. Upon submission, a confirmation email will be sent to you. If you do not receive notification from the League, please follow up with [Kelly Dooling](#) to ensure that the submission was successful.