

2017 Regents Academic Staff Excellence Awards Nomination Cover Sheet

Institution: _____

Individual or Program Nominee: _____

Primary Contact:

Salutation: _____ Name: _____

Title: _____

Department: _____

Email Address: _____

Nominee's Immediate Supervisor or Program Administrator: _____

List of Supporting Documents with author and author's title for each:

Individual Award

- ✓ A letter of nomination from the Chancellor or Provost, addressing the four nomination criteria;
- ✓ A one- or two-page statement by the nominee on his or her professional contributions and service to the university;
- ✓ One to four letters of support from colleagues qualified to comment on the nominee's work. Where possible, the four nomination criteria should be addressed; and
- ✓ A brief resume, not to exceed five pages, which documents the nominee's performance.

Program Award

- ✓ A letter of nomination from the Provost or Chancellor addressing the three nomination criteria;
- ✓ A one- or two-page statement by program staff on the program's contributions and service to the university; and
- ✓ One to four letters of support from colleagues qualified to comment on the nominated program. Where possible, the three nomination criteria should be addressed.