**2018 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 Provost or Chancellor 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.