

2019 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: _____

Nomination procedures shall be determined by each individual institution. Supporting materials should include:

Individual award:

- A nomination letter from the Chancellor or Provost, addressing the criteria listed in the guidelines.
- A one- or two-page statement by the nominee on his or her professional contributions and service to the university;
- Up to two 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 Chancellor or Provost addressing the criteria listed in the guidelines;
- A one- or two-page statement by program staff on the program's contributions and service to the university; and
- Up to two letters of support from colleagues qualified to comment on the nominated program. Where possible, the three nomination criteria should be addressed.

All nomination materials are considered confidential.