P&S/Merit Award for Extraordinary Performance Nomination Form

Nominee:__________________________________________________________

Department and Position:_____________________________________________

Objective:

• To recognize a Professional and Scientific and/or Merit Staff member who has demonstrated exemplary performance while working at the College of Design.
• Has demonstrated innovative, creative, or original ways to accomplish job responsibilities and effect positive change;
• Has established a pattern of responsibility in performing job duties;
• Has exhibited service to their department or unit, and the College of Design;
• Fosters a spirit of cooperation and strong interpersonal relationships with fellow employees, and
• Exhibits potential for future contributions to their department or unit, the College of Design, and/or their community.

Submit:

• Nomination Form
• Three recommendation letters (no more than one-page per letter) with a maximum of one recommendation from a student. (A student recommendation is not required.)
• A list of names and positions of the letter writers and indicate their relevance to the nomination.
• Statement describing why this person deserves the award. (Purpose of the statement is to persuade those reviewing the nomination that this candidate is deserving of the award; cite specific examples.)

Nominations are to be submitted to College of Design P&S Council President by 5 p.m. Feb. 1 each year.
Recommendation Letter Writers:

1. Name: ____________________________________________________________
   Relevance to Nominee: ____________________________________________
   ________________________________________________________________

2. Name: ____________________________________________________________
   Relevance to Nominee: ____________________________________________
   ________________________________________________________________

3. Name: ____________________________________________________________
   Relevance to Nominee: ____________________________________________
   ________________________________________________________________

Name of Nominator: ________________________________________________

Signature of Nominator: ___________________________ Date: __________