

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. Friday, Dec. 14, 2018.**

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: _____