**EMORY UNIVERSITY   
AWARD OF DISTINCTION 2018 NOMINATION FORM**

**1. NOMINEE INFORMATION**

|  |  |  |
| --- | --- | --- |
| NAME OF NOMINEE: | Last: **Click here to enter text.** | First, Middle: **Click here to enter text.** |
| NOMINEE’S JOB TITLE: | **Click here to enter text.** | |
| DEPARTMENT: | **Click here to enter text.** | |
| CAMPUS ADDRESS: | **Click here to enter text.** | |
| SUPERVISOR’S NAME, TITLE: | **Click here to enter text.** | |

**2. NOMINATION SUMMARY: On an attached sheet, describe in 500 words or less:**

* The specific contribution(s) the nominee has made in one or more of the categories.
* The specific impact of the contribution(s) on the department or the university.

You may also attach up to three additional support letters to demonstrate support for your nominee.

**3. NOMINATOR INFORMATION**

|  |  |
| --- | --- |
| NOMINATOR: **Click here to enter text.** | DEPARTMENT: **Click here to enter text.** |
| CAMPUS ADDRESS: **Click here to enter text.** | |
| PHONE NUMBER: **Click here to enter text.** | EMAIL: **Click here to enter text.** |

**4. ENDORSEMENTS**

**I endorse the nomination of the above employee for the Award of Distinction.**

Signature of Department Head/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature of Vice President/Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**5. DEADLINE AND SUBMISSION**

Send completed nominations via email to Kay Manning at [kay.manning@emory.edu](mailto:kay.manning@emory.edu). Nomination forms must be received no later than **5:00 p.m. on** **Thursday, August 30, 2018.** Nominations received in Human Resources after 5:00 p.m. on the deadline date will not be considered. DO NOT FAX YOUR APPLICATION!

**ELIGIBILITY**

* All regular full-time and part-time staff, who have been employed for at least one year are eligible to be nominated for the Award of Distinction. Previous awardees are also eligible.
* Those not eligible for nomination include faculty, faculty equivalents, librarians, board approved principals, employees of Emory Healthcare, and Emory retirees.
* A department/school/division may only submit one nomination for every 50 Full-Time Employee regular staff.

**NOMINATION CATEGORIES**

* Development of a program or process that directly impacts the university’s vision and mission
* Demonstrated commitment to the public good, which is a defining part of Emory’s character, through the use of one’s talents and abilities for personal and/or global goals
* Exemplary contribution while serving on a university committee, task force or commission
* Significant contribution to an innovation resulting in increased customer satisfaction for students, employees, visitors or alumni
* Creative suggestion or initiative resulting in a new successful program or service for a department or for the university
* Innovation resulting in increased efficiency or decreased costs in a department or for the university
* Establishment of a program or procedure that has improved the safety and security of the Emory community
* Exceptional contribution which advances and supports the quality of teaching or research
* Demonstrated actions which have improved or advanced the university's commitment to diversity, equity and inclusion
* Long-time, exceptional service and dedication to Emory which has led to a legacy of achievement over the span of one’s career

**CHECKLIST - Did you…**

* **Follow the internal process of your department or school?** Before you begin a nomination submission, you should check with your HR Rep or HR leader to ensure that your nominee is eligible for consideration of this award and that your department leadership will support the nomination.
* **Attach support letters (optional)?** While not required, these show broad support for your nominee. You can include up to three letters of support (multiple people can sign a letter of support).
* **Get necessary signatures?** Applications without proper endorsements via signatures will not be forwarded to the review committee.