**EMORY UNIVERSITY AWARD OF DISTINCTION**  
**2023 NOMINATION FORM**

**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 FTE regular staff.

**INSTRUCTIONS FOR COMPLETION**

* **Follow the internal process of the nominee’s department or school.** Before you begin a nomination submission, check with the HR Rep or HR leader to ensure that your nominee is eligible for consideration of this award and that department leadership will support the nomination.
* **Get necessary endorsements.** Before submitting this application**,** it must be reviewed and endorsed by the head of the nominee’s department and the vice president/dean of the school.
* **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).
* **Upload nomination form.** Submit fully completed nomination form to <https://forms.office.com/r/i9j92u89tB>
* **Submit by the deadline.** Nomination forms received after **5:00 pm on Monday, February 13, 2023** will not be considered.
* **Send Questions** to Melissa Morgan, Sr. Manager of Recognition & Engagement, at [melissa.morgan@emory.edu](mailto:melissa.morgan@emory.edu)

**NOMINEE INFORMATION**

|  |  |
| --- | --- |
| **NAME OF NOMINEE:** | **Click here to enter text.** |
| **NOMINEE’S JOB TITLE:** | **Click here to enter text.** |
| **DIVISION:** | **Click here to enter text.** |
| **DEPARTMENT:** | **Click here to enter text.** |
| **SUPERVISOR’S NAME AND TITLE:** | **Click here to enter text.** |

**NOMINATOR INFORMATION**

|  |  |
| --- | --- |
| **NAME OF NOMINATOR:** **Click here to enter text.** | **NOMINATOR’S TITLE:** **Click here to enter text.** |
| **DEPARTMENT:** **Click here to enter text.** | **DIVISION:** **Click here to enter text.** |
| **PHONE NUMBER**: **Click here to enter text.** | **EMAIL:** **Click here to enter text.** |

**ENDORSEMENTS This application must be reviewed and endorsed by the head of the nominee’s department and the vice president/dean of the school. As the nominator, you should first send to the department head for endorsement and then to the vice president/dean.**

Name of Department Head/Chair: Click or tap here to enter text. Date: Click or tap to enter a date.

By checking this box, I (the department head/chair) endorse this nominee.

Name of Vice President/Dean: Click or tap here to enter text. Date: Click or tap to enter a date.

By checking this box, I (the vice president/dean) endorse this nominee.

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

**NOMINATION SUMMARY: On sheet(s) below, describe in 500 words or less:**

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

**NOMINATION CATEGORIES**

* 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.

**Nominations received after 5:00 p.m. on Monday, February 13, 2023 will not be considered.**

**NOMINATION SUMMARY:**

**NOMINATION SUMMARY, continued:**