

USM BOARD OF REGENTS STAFF AWARDS NOMINATION COVER SHEET

Name of Nominee:

Years Employed at Institution: Years Employed in Position:

Institution: Department or Unit:

Address:

Position Title: Exempt Nonexempt

E-Mail Address: Work Phone:

# Please check the category for which the employee is being nominated:

Exceptional contribution to the institution and/or unit to which the person belongs Outstanding service to students in an academic or residential environment Extraordinary public service to the university or to the greater community Effectiveness and Efficiency

Inclusion, Multiculturalism, and Social Justice

# Please check and attach each of the following, in the order given:

Nomination cover sheet Nomination letter

President’s endorsement letter

Position description to include purpose and specific job duties (use enclosed template only, resumes will not be accepted)

Recommendation letters (3) one-page letters (emails are acceptable) Supporting material, 3-5 pages (optional yet helpful)

Nominator’s Name (please print) Department

Nominator’s E-Mail Phone Number (work)

Nominator’s Signature:

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