



**It’s nomination time for the**

## **University System of Maryland**

## **Board of Regents**

**STAFF AWARDs**

# **AWARD CATEGORIES:**

# **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 the greater community**

# **Effectiveness and efficiency regarding an academic or administrative transformation with a savings of $10,000 or more**

* **Inclusion, Multiculturalism, and Social Justice**

**Winners receive a $2000 stipend from USM and a $1000 stipend from President Schatzel!**

For more information, please contact: TU Staff Senate Awards Committee via e-mail at BORStaffAwards@towson.edu. Additional information is also available on the TU Staff Senate webpage: [www.towson.edu/tuss](http://www.towson.edu/tuss)

**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)

**One Electronic submission (PDF file) is required.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Name (please print) Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s E-Mail Phone Number (work)

Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USM BOARD OF REGENTS STAFF AWARDS**

**POSITION DESCRIPTION**

*Please provide all requested information, including your specific job duties and responsibilities.*

*You may use an additional sheet if necessary. (No resumes will not be accepted)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Supervisor’s Name (please print)

**JOB DUTIES AND RESPONSIBILITIES:**

*I certify that the above job duties are performed by the applicant:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Supervisor’s Signature)