



**BOARD OF REGENTS STAFF AWARDS (EXEMPT)
NOMINATION COVER SHEET**

Name of Nominee: _____

Institution: _____ Department or Unit: _____

Position Title: _____

Years Employed (in USM): _____ (at current institution): _____ (in current role): _____

Address: _____

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 the Greater Community
- _____ Effectiveness and Efficiency regarding an Academic or Administrative Transformation with a savings of \$10,000 or more.
- _____ Diversity, Equity, Inclusion, and Belonging

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)

Nominator's Name (please print) Department

Nominator's E-Mail Phone Number (work)

Nominator's signature