



## **PRESIDENT'S AWARDS FOR EXEMPLARY SERVICE NOMINATION FORM: 2018-2019 AWARDS**

The President's Awards for Exemplary Service at Saint Mary's University are presented each year to recognize employees who have demonstrated outstanding service and/or who have made significant contributions to the University community beyond that normally expected for their positions. Full time employees of Saint Mary's are eligible to be nominated for these awards, provided the nominees have served a minimum of five (5) years of continuous service prior to the nomination and have not previously received this award. Nominations may come from alumni, faculty, staff, students and other members of the University community.

Each nomination must be supported by a minimum of three (3) nominators, (including the primary contact person). The contact person is encouraged to elicit a **maximum** of three (3) letters of support from individual sources who can speak to the nominee's candidacy for this award. **Letters of support can have numerous signatures. The Review Committee members will only be provided with copies of the nomination form and the letters of support.**

The completed nomination form must be submitted to the Office of the Vice-President, Finance & Administration not later than Friday, June 15<sup>th</sup>, 2018.

<b>Nominee</b>	
Name:	
Department:	
Position/Title:	
Telephone Number:	
E-mail Address:	

<b>Primary Contact</b>	
Name:	
Department:	
Position/Title:	
Telephone Number:	
E-mail Address:	

<b>Nominated By</b>	
Name:	
Department:	
Position/Title:	
Telephone Number:	
E-mail Address:	

<b>Nominated By</b>	
Name:	
Department:	
Position/Title:	
Telephone Number:	
E-mail Address:	

Describe the individual's contribution whether it is a single or a continuing contribution in any one or more of the criteria listed below. Demonstrate in 1,000 words or less how the nominee excelled in this area.

**NOMINATION CRITERIA:**

Specifically, the award will be based on evidence of continued excellence beyond that normally expected by the position in any one or more of the following areas:

1. Providing continued excellent service to the Saint Mary's community
2. Enhancing the quality of life for students, employees and/or visitors to the University
3. Having a demonstrated record of innovation within the University in new programs/ services or making significant improvements to existing programs or service, and
4. Advancing the reputation of Saint Mary's University regionally, nationally and/or internationally.

Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_