

RADFORD UNIVERSITY
2009 PRESIDENTIAL EMPLOYEE SERVICE AWARD

NOMINATION FORM

(PLEASE PRINT OR TYPE)

Date: _____

Nominee's Name: _____

Classified Staff

Administrative/Professional Faculty

Job Title: _____ Campus Box: _____

Dept. Name: _____ Time in Present Position: _____

Time with Department: _____ Time with University: _____

Supervisor: _____ Department Head: _____

Nominated by: _____ Job Title: _____

Department: _____ Campus Box: _____

Vice President Signature: _____

Category of Nomination (select only one):

Demonstrated record of excellence

A single achievement or accomplishment of
extraordinary contribution

Supporting Documentation:

In addition to the Nomination Form, the nomination must include:

- A. A copy of the nominee's **current** position description.
- B. The period of time during which the contributions occurred.
- C. A statement from the nominator that clearly identifies the most compelling reasons the nominee should receive this award. The statement must include one or more of the following:
 - a. How the employee's work or act brought positive attention to the university.
 - b. The extent to which the employee has used an inventive, creative, and/or problem solving approach to his/her responsibilities.
 - c. How the employee's performance has enhanced the work of others.
- D. Two letters of recommendation that support the nomination in the category identified. At least one of these letters should be from the nominee's supervisor or department head unless the supervisor or department head is the nominator.

**The nomination form and all supporting documentation should be sent to the
appropriate vice president for approval, and then mailed to:
Joey Sword, Director of Human Resources, Box 6889;
or delivered to the Department of Human Resources at 704 Clement Street.**

Nomination Deadline: 5:00 pm on Friday, March 13, 2009