RADFORD UNIVERSITY
2019 RADFORD UNIVERSITY PRESIDENTIAL EMPLOYEE SERVICE AWARD

NOMINATION FORM
(PLEASE PRINT OR TYPE)

Date: ________________________________

Nominee’s Name: ______________________________________________________________________

☐ Classified Staff

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: Theresa Slaughter, Box 6889; or delivered to the Department of Human Resources at 314B Tyler Avenue.

Nomination Deadline: 5:00 pm on Monday, April 1, 2019