*2026 Exempt Staff Awards*

**BOARD OF REGENTS STAFF AWARDS (EXEMPT)**

**NOMINATION COVER SHEET**

**NOMINEE INFORMATION**

Name:

Email: Office phone:

USM Institution: Department / Unit:

Position Title:

Years in current position: Years at current institution: Years in USM:

Award category (select one):

 Exceptional Contribution to the University and/or Unit

 Diversity, Equity, Inclusion, and Belonging

 Effectiveness and Efficiency

 Extraordinary Public Service for the University or Greater Community

 Outstanding Service to Students

**NOMINATOR INFORMATION** Name:

Email: Office phone:

USM Institution: Department / Unit:

Position Title:

The nominator should collect the following materials for the preliminary deadline:

 This cover sheet, completed and signed

 Nomination letter (see attached form)

Position description (see attached form) completed and signed by nominee’s direct supervisor

 Recommendation letter #1 (see attached form), completed and signed

 Recommendation letter #2 (use same template as above), completed and signed

 Recommendation letter #3 (use same template as above), completed and signed