

BOARD OF REGENTS STAFF AWARDS (NON-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):

- ☐ Making a Difference to the Campus
- ☐ Diversity, Equity, Inclusion, and Belonging
- ☐ Excellence in Performance
- ☐ Excellence as a Team Player
- ☐ Outstanding Role Model

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 (see attached form), completed and signed