



**UNIVERSITY SYSTEM
of MARYLAND**

BOARD OF REGENTS STAFF AWARDS

NON-EXEMPT NOMINEE INFORMATION

NOMINEE

Name: _____

Email: _____ Office phone: _____

USM Institution: Bowie State University 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

NOMINATOR

Name: _____

Email: _____ Office phone: _____

USM Institution: Bowie State University 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 (provided by HR)
- Recommendation letter #1, maximum 500 words.
- Recommendation letter #2, maximum 500 words.