

**BOARD OF REGENTS STAFF AWARDS (NON -EXEMPT)  
NOMINATION COVER SHEET**

Name of Nominee: \_\_\_\_\_

Institution: \_\_\_\_\_ Department or Unit: \_\_\_\_\_

Position Title: \_\_\_\_\_

Years Employed (in USM): \_\_\_\_\_ (at current institution): \_\_\_\_\_ (in current role): \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please check the category for which the employee is being nominated:

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

Please check and attach each of the following, in the order given:

- \_\_\_\_\_ Nomination cover sheet
- \_\_\_\_\_ Nomination letter
- \_\_\_\_\_ President's endorsement letter
- \_\_\_\_\_ Position description to include purpose and specific job duties (use enclosed template only, resumes will not be accepted)
- \_\_\_\_\_ Recommendation letters: (2) one-page letters (emails are acceptable)

\_\_\_\_\_  
Nominator's Name (please print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Nominator's E-Mail

\_\_\_\_\_  
Phone Number (work)

\_\_\_\_\_  
Nominator's signature