President’s Awards Policy

1. Eligibility:
   a. All campus employees are eligible to be nominated for/receive a President’s Award (State, Research Foundation, PACES, and Childcare Center)
   b. Nominated employees must have at least one year of service
   c. Employees may receive only one President’s Award in a five year period
      i. Check the Award recipient list to ensure your nominee is eligible to be nominated

2. Nominator Responsibility
   a. Ensure the person that you are nominating is willing to accept your nomination
   b. Confirm listed references are willing to write and will submit their recommendation on time
      i. No more than 2 references will be reviewed
   c. You may only nominate one person per category each year

3. Nomination Process
   a. The deadline for nominations and reference forms will be established each fall by the Employee Awards Committee
      i. Deadlines will be included in campus announcements and noted on the Human Resources Awards website
   b. Nomination letter must be at least one page and no more than two pages in length and needs to address the nominee’s qualifications for the criteria in the nominating category. Please refer to this criteria link
      i. Reference requests will only be sent once upon nomination submission
      ii. Deadline is established in the fall and will be included in the request and will be listed on the Awards website
      iii. Verify completeness of your recommendation as a revised recommendation will not be accepted
   c. Group nominations and self-nominations cannot be accepted
   d. Late nominations or letters of recommendation will not be accepted
   e. Depending on the category, a resume may be required to be submitted by the nominee
   f. Nominations in the Teaching/Adjunct Teaching category must include all student evaluations for two sections from the prior two semesters

4. Review of Nominations
   a. The committee will not review incomplete nomination portfolios
   b. The committee reserves the right to decline to award in any particular category if the nomination portfolios are not strong enough or do not meet the established criteria