

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