

# College of Engineering Staff Excellence Award Nomination Package Coversheet

**Award:** (additional award and eligibility criteria can be found [here](#))

- Leah H. Jamieson Leadership Award
- Professional Achievement Excellence Award
- Customer Service Professional and Management Excellence Award
- Customer Service Support Staff Excellence Award
- New Employee Management and Professional Excellence Award
- New Employee Support Staff Excellence Award
- Business Office Staff Professional, Management and Service Excellence Award
- Academic Advisor Excellence Award
- Research Staff Excellence Award

\*Staff Team Excellence Award (please use Team nomination coversheet)

## **Nominee Information:**

Name of Nominee: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Department/School: \_\_\_\_\_ Date of hire (CoE): \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Date of hire (University): \_\_\_\_\_

## **Nominator Information:**

Name of Nominator: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Department/School: \_\_\_\_\_

**Nomination Package Requirements:** (package to be curated by nominator, please submit as one document)

- Nomination Package Coversheet:** Completed and signed by the nominator and nominee's supervisor.
- Attached Documentation:**
  - Nominator's Letter:** Not exceeding 2 pages, providing specific examples of how the nominee's career in engineering has exemplified the award criteria. (*basis for nomination*)
  - Letters of Support (3):** Three letters, not longer than one page each, addressing the nominee's qualifications and contributions, to be incorporated directly into the nomination file. (*Please keep letters to one page. Only the first page of each letter will be read.*)
    - Letter writer #1:** \_\_\_\_\_
    - Letter writer #2:** \_\_\_\_\_
    - Letter writer #3:** \_\_\_\_\_
      - [Tips on how to write a compelling nomination letter of support](#)

Nominator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit electronically as a single file to [Will Sondgerath](#) no later than 5:00pm Friday, October 4, 2024.