

The University of Iowa Outstanding Staff Awards 2006 Nomination Form

To nominate a staff person for this award, please send this completed form and required documents described below to Staff Council, 606 JB.

NOMINATION DEADLINE: 5 PM, March 31, 2006.

Nominee _____

Work Address _____ Position _____

Department/Unit _____ Department Head _____

Nominees must be permanent full-time or 50% or more part-time employees. (*Faculty members are not eligible for this award. If you are unsure of the category of your nominee, please call Julie Eichenberger Gilmore at 353-5476*)

Circle employee's classification:

Professional & Scientific Merit Supervisory Exempt Confidential Merit

Number of years of University employment _____

Has nominee been nominated previously? _____ Yes _____ No _____ Don't know

Please send us:

1. Nomination letter: Provide a written document of NO MORE THAN 750 words in length (no e-mail submissions, please). Describe the nominee's outstanding contributions to the University, college or department. Although many individuals provide outstanding service to the community, this award does not recognize them unless they are related to the University position. Letters longer than 750 words will be returned for correction.
2. Attach two letters of support, limited to one, one-sided page for each letter. Font size must be at least 10. Letters of support from persons outside the nominee's staff have a greater impact than having all letters come from the same department. Letters should stress the person's personal/professional relationships and give examples of the nominee's performance that show service beyond ordinary job expectations. **Please note: No more than two letters will be accepted. Any additional letters will be discarded.**
2. If possible, submit a one- or two-page resume/C.V. of the nominee. While this is not required, the additional information is highly beneficial to the Committee in determining an individual's contribution to the University.

Submitted by (name/title – type or print) _____

Campus address _____ Telephone _____

If you have questions concerning your nomination, contact Julie Eichenberger Gilmore (353-5476, julie-gilmore@uiowa.edu) or the Staff Council office (335-3600, staff-council@uiowa.edu).