

**STAFF COUNCIL AWARDS FOR STAFF EXCELLENCE IN SERVICE  
TO THE UNIVERSITY**

**FY 2006 Nomination Form**

Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Department \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ e-mail: \_\_\_\_\_

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The nomination packet must consist of:

- Completed Nomination Form (this form)**
- Nomination letter:** Provide a written document of NO MORE THAN 750 words in length (no e-mail submissions, please).
- Resume/Curriculum Vitae** – 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.
- Two letters of endorsement** - 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 a variety of constituents (e.g. other staff, faculty, students, alumni, patients, customers, or suppliers) have a greater impact than having all letters from the same department. Letters should stress the person’s service to The University of Iowa that shows exemplary commitment. Please note: No more than two letters will be accepted. Any additional letters will be discarded.

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Submitted by (name/title – type or print) \_\_\_\_\_

Campus address \_\_\_\_\_ Telephone \_\_\_\_\_

If you have questions concerning your nomination, contact Donna Bentley at the Staff Council office (335-3600, [staff-council@uiowa.edu](mailto:staff-council@uiowa.edu)).

**All nominations are due in the Staff Council Office March 31, 2006, 5:00 p.m.**

**Staff Council Office**

606 Jefferson Building  
Phone: 335-3600  
Fax: 353-2273