

Bowie State University Presidential Distinguished Staff Nomination Form

Name of Staff Member Nominated: _____

Division: _____ Department: _____

Position Title: _____

Years of Service: _____ (Minimum of 1 year at BSU and completion of probation for Nonexempt.)

Status _____ Exempt _____ Non-Exempt

Category in which staff member is nominated:

____ **Exceptional Work Performance**

____ **Excellence in Service in Community Service**

____ **Excellence in Development/ Mentoring of BSU Students**

For All Awards (Please attach this nomination form to the following required documentation)
Evidence must be clearly provided for the category in which the staff member is nominated. If **ALL** documentation is generalized rather than specific, the application will be disqualified.

1. A **Nomination Letter** providing a detailed description of the accomplishments, services or contributions upon which the nomination is based. (See *Staff Awards: Eligibility and Criteria.*)
2. Resume or Work History
3. Additional supporting documentation

Summary of Supporting Documentation

1. _____
2. _____
3. _____
4. _____

Examples of Documentation:
Letters of Commendation or Thanks; Awards for Performance Recognition; Results of Operational Improvement, etc

Nominator's Name and Department

Date

Nominator's email

Phone number

Nominator's Signature

Signature of Chair / Supervisor

(This signature indicates that the immediate supervisor has approved this nomination)

Signature of Dean

Signature of Vice President