

Nominations Process:

Who may nominate. Nominations may come from a department chair, PRT committee, or a Merit committee. Nominations may also come from university staff, academic staff, administrators, faculty, students and self-nominations.

What is included in a nomination.

A nomination includes the following items including a written statement.

A brief letter by the person making the nomination (which could be the nominee). The letter begins with the following:

- Name of nominee:
- Specific Award being nominated to (Research, Teaching, Service, Deans Impact, Staff Excellence)
- Position title of nominee:
- Department
- Length of service to the university

The nomination letter contains a statement which highlights the contributions and the achievements of the nominee as described, including evidence of work above and beyond the nominee's stated job responsibilities and requirements. Evidence of University or community involvement should also be included along with any evidence which speaks to the selection criteria. The nomination should be signed by the person making the nomination.

Letters of Support. Letters are acceptable but not required. Letters may come from students, peers, colleagues, administrators, supervisors, alumni, or community members who have first-hand knowledge of the nominee's performance. The letters should describe the specific outstanding contributions that make the nominee deserving of this award (the committee suggests a limit of two letters of support). If including letters of support, they need to be submitted with the nomination materials.

Submission of nomination. Nominations along with any letters of support shall be submitted via email all together as one packet and consist of the following information:

Individuals being nominated for one of the faculty and instructional academic staff awards will also be asked to provide a digital measures report for the last 5 years. They can INDIV: PERSONNEL REPORT (Faculty/IAS Promotions/Retention/Tenure)

Nominations must be made to the Dean's office (cbadeans@uwlax.edu) along with a cc to Mary Grattan (mgrattan@uwlax.edu). It would be good practice if nominating someone to include them in the nominating email, as we will solicit their digital measures report. If you are self-nominating., please include the DM report with your submission.