



### **Sample Nomination Form- Presidential Employee Excellence Recognition Program**

Before submitting your nomination, please view this sample nomination form to understand all of the elements required in order to submit your nomination. Incomplete submissions will not be considered by the committee. This sample nomination form cannot be used to submit a nomination; it is only for reference purposes. To submit a nomination, you must visit <https://go.rutgers.edu/excellence-nomination>.

#### **Section 1: Nominator Information**

The following questions are designed to collect information regarding the person submitting this nomination. If the nominee is selected for the award, the nominee and the individual that submitted the nomination will be invited to the awards ceremony at the end of this calendar year.

- First and Last Name
- Job Title
- Campus Affiliation
- Department/School
- Email Address

#### **Section 2: Nominee Information**

The following questions are designed to collect information regarding the person or group you wish to nominate for a Presidential Employee Excellence Recognition (PEER) award.

- Is your nomination for a team or individual? For each team member or individual, the following is required:
  - First and Last Name
  - Job Title
  - Campus Affiliation
  - Department/School
  - Email Address

#### **Section 3: Award and Nomination Details**

The following questions are designed to collect information regarding the project or work effort for which you are submitting a nomination.

- Which award(s) are you submitting this nomination for? Please carefully review the eligibility criteria for each category and then check all that apply.
  - Rutgers Lifetime Contribution Award – Faculty
  - Rutgers Lifetime Contribution Award – Staff
  - Rutgers Gateway Award (Service to Students)
  - Rutgers Gateway Award (Service to Employees)

- Rutgers University Spirit Award
- Rutgers Outstanding Service Award
- Pride of Rutgers Award

### **Required Documentation**

Please write a thoughtful and substantive summary outlining the regular duties of the individual or team and the extraordinary effort and accomplishment serving as the basis for this nomination:

- Upload letter(s) of support documenting that clearly articulates (showing qualitative and/or quantitative impacts) the nomination of the individual's or team's achievements
- All relevant documentation should be consolidated into a single pdf to be uploaded (no more than 5 pages of supporting documentation)
  - For Rutgers Lifetime Contribution Award (Faculty & Staff) supporting documentation of more than 5 pages are acceptable, but may not exceed 20 pages.

Thank you for your participation. You have reached the end of the nomination form. By clicking submit below, your nomination will be sent to the review committee for consideration. Please be sure to check your responses before submitting your nomination. To submit another nomination, please revisit the [Presidential Employee Excellence Recognition Program](#) website to begin the process.