# President's Awards Nomination Packet

Please complete and submit the following checklist and form along with all other required materials to Linda Hendricks Harig at [linda.hendricks@tennessee.edu](mailto:linda.hendricks@tennessee.edu) by
**5 p.m. EST, Thursday, Jan. 4, 2018**

Additional information about the President's Awards program is available at
[http://president.tennessee.edu/awards/](http://president.tennessee.edu/awards/)

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**Checklist of Required Materials**

*Please confirm the following materials are included for each nominee:*

Nomination Form (Below)

Nomination Letter (Should reflect rationale for making the nomination and speak to the nominee's merit based on the category's specified criteria)

Three Letters of Support (Letters may be written by colleagues, supervisors or other campus/institute/unit representatives who can speak to the nominee's merit based on the category's specified criteria)

Current Resume

Performance Review for Most-Recently Completed Review Period

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**Nomination Form**

Name of Campus or Institute Leader Submitting the Nomination:


Award Category:

Educate

Discover

Connect

Support

Nominee's Name (First, Middle, Last):



Nominee's Title:

Nominee's Department:


Nominee's Direct Supervisor:


Confirm Nominee Meets Eligibility Criteria:

    Regular, Full-Time Faculty or Staff Member

    Employed for at Least Five Full Calendar Years Prior to Date of Nomination

    Free from Any Disciplinary Actions for the Past Five Years

    Overall Performance Regularly and Consistently Exceeds Expectations

*Reminder: In addition to the above criteria, the following general restrictions on eligibility apply:*

*\* Self-nominations are not permitted*
*\* Previous President's Award winners are not eligible for nomination for five years*
*\* UT System Administration vice presidents and campus/institute chancellors and vice chancellors are not eligible for nomination*

**Thank you for participating in this important program.**
**Questions can be directed to Sherry Sims at [sherry.sims@tennessee.edu](mailto:sherry.sims@tennessee.edu) or 865-974-8170.**