President's Awards Nomination Packet

Please complete and submit the following checklist and form along with all other required materials to Sherry Sims at sherry.sims@tennessee.edu by **5 p.m. EST, Monday, April 15, 2024 (**Please combine all materials into **one** PDF document.)

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

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:

- o Bold and impactful
- o Embrace diversity
- o Optimistic and visionary
- o Nimble and innovative
- o Excel in all we do
- o United and connected
- o Transparent and Trusted

- o Staff
- o Faculty

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 or 865-974-8170.