

# 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](mailto:sherry.sims@tennessee.edu) by **5 p.m. EST, Tuesday, April 15, 2025** (Please combine all materials into **one** PDF document.)

Additional information about the President's Awards program is available at <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)
  - Two 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:

- Bold and impactful
- Embrace diversity
- Optimistic and visionary
- Nimble and innovative
- Excel in all we do
- United and connected
- Transparent and Trusted
- Staff
- 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](mailto:sherry.sims@tennessee.edu) or 865-974-8170.**