

# Bob Rogers Service and Community Engagement Award Nomination Form

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## **Overview:**

The **Bob Rogers Service and Community Engagement Award** is in honor of the late Bob Rogers, who bridged the UNT community and North Texas community through engagement and volunteerism with his gift of musical talent and piano performance. The award is given to a faculty or staff member whose talent, dedication, passion and community service enhances both UNT and the greater community and helps them maintain strong bonds. The distinct and required characteristic of the recipient is a genuine attitude of selfless service, kindness and joy, which Bob embodied through and through. Nominators are required to provide specific examples of service to and engagement with the UNT and North Texas communities that embody the characteristics described.

The award includes an engraved award and a taxable \$1,000 cash prize to the faculty/staff recipient.

## **Eligibility for Nominees:**

- The faculty/staff member must be in a UNT retirement-eligible position for at least six consecutive months.
- The faculty/staff member may not have received any formal disciplinary action within 12 months prior to the nomination date.
- The staff member may not have received the Steve Miller Outstanding Employee Award within the previous four years. The faculty member may not have received Eminent Faculty, Faculty Leadership, Faculty Community Engagement, or Outstanding Lecturer Award within the previous four years.

## **Process for Nomination and Selection:**

- Any UNT employee or student can nominate someone.
- Nominator must complete the electronic form, giving specific examples of how nominee has met and exceeded the criteria. Additional attachments will not be accepted and may result in the nomination being denied.
- Nominator may email the completed form to [PresidentsAwards@unt.edu](mailto:PresidentsAwards@unt.edu) or deliver a paper copy to the President's Office of Special Events, Hurley 202B.
- The President's Office of Special Events will consult with Human Resources, the Office of the Provost, and/or the Dean of Students to verify eligibility as well as gain approvals from appropriate supervisor, department head/dean, vice president or president, where applicable.
- Once the required approvals are obtained, the nomination will be reviewed by the President's Awards Committee and the top recommendations will be submitted to the president.
- The president will choose the final recipient(s).

If you have questions regarding the nomination process for this award, please contact the Office of the President at [PresidentsAwards@unt.edu](mailto:PresidentsAwards@unt.edu).

**STEP ONE: Nominee and Nominator Information** - Please provide the following information for both the nominator and employee being nominated for the award.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

**STEP TWO: Give specific examples of how the nominee has met the following criteria:**

1. The faculty or staff member gives significant time and dedication to a craft, passion or talent, the scope of which is beyond the duties of their job description. Their service enhances both UNT and greater community and helps them maintain strong bonds.

2. The faculty or staff member carries the characteristic of a genuine attitude of selfless service, kindness and joy.

Submit completed nomination form to the President's Office of Special Events.  
[PresidentsAwards@unt.edu](mailto:PresidentsAwards@unt.edu) | Hurley Admin Bldg, 202B

**For Administrative Use Only**

**1. Office of the President/Provost/Human Resources**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED - NOMINEE MEETS ALL ELIGIBILITY

DENIED - NOMINEE DOES NOT MEET FOLLOWING ELIGIBILITY:

Has not been in a retirement-eligible staff position for six consecutive months.

Holds a position at or above the level of Executive or Administrator

Has received the UNT Steve Miller Outstanding Employee Award, Eminent Faculty Award, Faculty Leadership, Faculty Community Engagement Award or Outstanding Lecturer Award within the previous 4 years

Formal disciplinary action within 12 months of nomination date

**2. Direct Supervisor (for Staff only)**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

APPROVED  DENIED - REASON: \_\_\_\_\_

**3. Department Head/Dean (for Faculty only)**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

APPROVED  DENIED - REASON: \_\_\_\_\_

**4. VP Coordinator (for Faculty and Staff)**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

APPROVED  DENIED - REASON: \_\_\_\_\_

**5. Presidential Recognition Committee:**

Date: \_\_\_\_\_

RECOMMENDED

NOT RECOMMENDED - REASON: \_\_\_\_\_

**6. President:**  SELECTED

Signature \_\_\_\_\_

Date: \_\_\_\_\_