

UNT Community Award Nomination Form

Overview:

The **UNT Community Award** honors a student, faculty or staff member for outstanding service that has enriched the UNT experience for the **UNT** community. This outstanding service goes above and beyond the expected duties or job responsibilities of the nominee, and is characterized by consistent and meaningful involvement in the campus community with servant-leadership. Nominators are required to provide specific examples of the qualities mentioned above.

For faculty and staff recipients:

- Engraved award
- Taxable \$1,000 cash prize

For students:

- Engraved award
- \$250 UNT Bookstore certificate

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.
- The student must have completed at least four semesters at UNT and have a minimum GPA of 3.0.

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.
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- Nominator may email the completed form to 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 chose 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.

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 or Major	Job Title or Class Level	Affiliation to Nominee
Nominator:					
Nominee:					

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

1. The student or faculty/staff member provides outstanding service that has enriched the UNT experience for the UNT community.

2. The student or faculty/staff member goes above and beyond the expected duties or job responsibilities, and is characterized by consistent and meaningful involvement in the campus community with servant-leadership.

Submit completed nomination form to the President's Office of Special Events.

PresidentsAwards@unt.edu | Hurley Admin Bldg, 202B

For Administrative Use Only**1. Office of the President/Provost/Human Resources/Dean of Students**

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. Has received the UNT Steve Miller Outstanding Employee Award, Eminent Faculty Award, Faculty Leadership Award, Faculty Community Engagement Award or the Outstanding Lecturer Award within the previous 4 years Formal disciplinary action within 12 months of nomination date Student not completed 4 semesters Student does not have a GPA of 3.0 or higher**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. Recognition Committee:**

Date: _____

 RECOMMENDED NOT RECOMMENDED - REASON: _____**6. President:** SELECTED

Signature _____

Date: _____