

Special Recognition Award Nomination Form

Overview:

The **Special Recognition Award** honors an extraordinary student, faculty or staff member (or group) who has contributed momentous and unique talent or service to the university, resulting in infectious UNT pride. This award is given where no usual award or recognition is available due to unique quality of the contributions.

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.
- 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 individual has contributed momentous and unique talent or service to the university, resulting in infectious UNT pride.

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



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, 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 or Staff)

Signature _____

Date: _____

Printed Name _____

APPROVED DENIED - REASON: _____

5. Recognition Committee:

Date: _____

RECOMMENDED

NOT RECOMMENDED - REASON: _____

6. President: SELECTED

Signature _____

Date: _____