

College of Engineering Staff Excellence Award Nomination Package Coversheet

Award: (additional award and eligibility criteria can be found [here](#))

- ☐ Leah H. Jamieson Leadership Award
- ☐ Professional Achievement Excellence Award
- ☐ Customer Service Professional and Management Excellence Award
- ☐ Customer Service Support Staff Excellence Award
- ☐ New Employee Management and Professional Excellence Award
- ☐ New Employee Support Staff Excellence Award
- ☐ Business Office Staff Professional, Management and Service Excellence Award
- ☐ Academic Advisor Excellence Award
- ☐ Research Staff Excellence Award

**Staff Team Excellence Award (please use Team nomination coversheet)*

Nominee Information:

Name of Nominee: _____
Position Title: _____
Department/School: _____ Date of hire (CoE): _____
Supervisor Name: _____ Date of hire (University): _____

Nominator Information:

Name of Nominator: _____
Position Title: _____ Department/School: _____

Nomination Package Requirements: (package to be curated by nominator, please submit as one document)

- ☐ **Nomination Package Coversheet:** Completed and signed by the nominator and nominee's supervisor.
- ☐ **Attached Documentation:**
 - ☐ **Nominator's Letter:** Not exceeding 2 pages, providing specific examples of how the nominee's career in engineering has exemplified the award criteria. (*basis for nomination*)
 - ☐ **Letters of Support (3):** Three letters, not longer than one page each, addressing the nominee's qualifications and contributions, to be incorporated directly into the nomination file. (*Please keep letters to one page. Only the first page of each letter will be read.*)
 - ☐ **Letter writer #1:** _____
 - ☐ **Letter writer #2:** _____
 - ☐ **Letter writer #3:** _____
 - [Tips on how to write a compelling nomination letter of support](#)

Nominator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Submit electronically as a single file to [Will Sondgerath](#) no later than 5:00pm Friday, October 4, 2024.