

# Division of Finance and Administration

## 2017 Excellence Awards Nomination Form

**INSTRUCTIONS:** Please review the award nomination criteria at <http://vpfa.tamu.edu/excellence/> to determine if an individual or team nominee is eligible for nomination before you begin. **All nominations must be received by Tuesday, April 4, 2017.** Please contact the Office of the Vice President for Finance and Administration at [vpfa-awards@tamu.edu](mailto:vpfa-awards@tamu.edu) or (979) 458-4103 if you have any questions.

AWARD TYPE
<input type="checkbox"/> <b>Outstanding Staff</b> <i>Recognizes employees for commitment to excellence through outstanding customer service, leadership, initiative, and responsible stewardship.</i>
<input type="checkbox"/> <b>Outstanding Team</b> <i>Recognizes a team for commitment to excellence through outstanding customer service, leadership, initiative, and responsible stewardship. Ideally, a team should be a group of individuals who collaborated to accomplish a unique task, created a new process, or displayed exceptional teamwork for the betterment of Texas A&amp;M University.</i>
<input type="checkbox"/> <b>Respect Award</b> <i>Recognizes one staff member who welcomes, includes, and demonstrates respect for individuals from all groups, including the various characteristics of persons in our community.</i>
<input type="checkbox"/> <b>Visionary Award</b> <i>Recognizes an administrator (Director level and above) for visionary leadership and demonstrated success in advancing the mission of the division.</i>

NOMINEE INFORMATION	
Individual Name:	Title:
Team Name (Team Nominations Only):	
Team Nomination: Individual Names and Years of Service in Current Department (Team Nominations Only):	
Department(s):	
Office Location (building name, suite/office #):	
Individual or Team Supervisor(s) Name:	
Years Served in Current Department:	Years with Texas A&M:

DEPARTMENT HEAD VERIFICATION	
<i>Please enter the name and other requested information of the nominee's Department Head/Director. This information is needed because award recipient notification is coordinated with the Department Head/Director before award recipients are finalized. If a team nomination with multiple departments represented, please select one primary Department Head/Director for notification purposes.</i>	
Department Head/Director Name:	Title:

Department:	
Email:	Phone:

NOMINATOR INFORMATION	
Nominator Name:	Title:
Department:	
Email:	Phone:
<b>Authorization of Release:</b> <input type="checkbox"/> <b>Yes</b> - a copy of this nomination form and any letters of support may be released to the nominee if a recipient of the award. <input type="checkbox"/> <b>No</b> - a copy of this nomination form and any letters of support may NOT be released under any circumstances.	

Nomination Statement or Letter

**\*A complete nomination includes the following information:**

1. **Nomination Form.** Form should be submitted on prescribed form, as provided.
2. **Nomination Statement or Nomination Letter.** Nomination statement or nomination letter should be a maximum of one page at 11 point font size. It should summarize the contributions of the nominee and impact of the nominee's contributions to the betterment of Texas A&M University. The nomination statement or nomination letter should include specific examples and descriptions of the nominee's accomplishments.
3. **Letters of Support/Recommendation.** No more than three (3) one-page letters of support/recommendation may be included in the nomination packet.

**\*After you complete this form, save it, and submit it as an attachment along with nomination and support letters(maximum of 3 one-page letters), if applicable to: [vpfaawards@tamu.edu](mailto:vpfaawards@tamu.edu).**