**EMORY UNIVERSITY AWARD OF DISTINCTION**

**ELIGIBILITY**

* All regular full-time and part-time staff, who have been employed for at least one year are eligible to be nominated for the Award of Distinction. Previous awardees are also eligible.
* Those not eligible for nomination include faculty, faculty equivalents, librarians, board approved principals, employees of Emory Healthcare, and Emory retirees.
* A department/school/division may only submit one nomination for every 50 FTE regular staff.

**INSTRUCTIONS FOR COMPLETION**

* **Follow the internal process of the nominee’s department or school.** Before you begin a nomination submission, check with the HR Rep or HR leader to ensure that your nominee is eligible for consideration of this award and that department leadership will support the nomination.
* **Complete nomination form.** Enter the nominee and nominator information on the following page.
* **Get necessary endorsements.** Before submitting this application**,** it must be reviewed and endorsed by the head of the nominee’s department and the vice president/dean of the school.
* **Attach support letters.** You can include up to three letters of support (multiple people can sign a letter of support), with a **minimum of one letter required**.
* **Upload nomination form.** Submit fully completed nomination form to <https://forms.office.com/r/dVXT1MBAC9>
* **Submit by the deadline.** Nomination forms are due by **5:00 pm on Monday, February 10, 2025**.
* **Send Questions** to hrcomms@emory.edu

**SELECTION PROCESS**

All nominees will be reviewed by a selection committee that includes employees from a variety of roles across Emory. Each nomination will be scored on the following:

* How well the nominee demonstrates one or more of the Award of Distinction nomination categories.
* How effectively the nomination form demonstrates the nominee’s exceptional contributions **beyond their regular job duties**.
* The extent to which the nominee's contributions have an impactful effect on Emory.
* The degree to which the nominee has embodied and promoted the [mission and principles](https://www.emory.edu/home/explore/emory-profile/our-mission.html) of Emory University in their daily work.
* The extent to which the nominee has enhanced the atmosphere at Emory and positively influenced those around them.
* How the nominee engages with and contributes to the broader Emory community, both within and beyond their immediate department.

**2025 NOMINATION FORM**

**NOMINEE INFORMATION**

|  |  |
| --- | --- |
| **NAME OF NOMINEE:** |  **Click here to enter text.**  |
| **NOMINEE’S JOB TITLE:** | **Click here to enter text.** |
| **DIVISION:** | **Click here to enter text.** |
| **DEPARTMENT:** | **Click here to enter text.** |
| **SUPERVISOR’S NAME AND TITLE:** | **Click here to enter text.** |

**NOMINATOR INFORMATION**

|  |  |
| --- | --- |
| **NAME OF NOMINATOR:** **Click here to enter text.**  | **NOMINATOR’S TITLE:** **Click here to enter text.** |
| **DEPARTMENT:** **Click here to enter text.** | **DIVISION:** **Click here to enter text.** |
| **PHONE NUMBER**: **Click here to enter text.** | **EMAIL:** **Click here to enter text.** |

**ENDORSEMENTS**  This application must be reviewed and endorsed by the head of the nominee’s department and the vice president/dean of the school. As the nominator, you should first send to the department head for endorsement and then to the vice president/dean.

**Name of Department Head/Chair:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

[ ]  By checking this box, I (the department head/chair) endorse this nominee.

**Name of Vice President/Dean**: Click or tap here to enter text. **Date:** Click or tap to enter a date.

[ ]  By checking this box, I (the vice president/dean) endorse this nominee.

**LETTERS OF SUPPORT**

You may attach up to three additional support letters to demonstrate support for your nominee, with **at least one required.** Letters of support are valuable in further articulating the nomination, as they can demonstrate broader backing from others within the school or across the division. This is separate from the nomination summary, which should serve as a compilation of the nominee's qualifications and achievements.

**NOMINATION SUMMARY: On sheet(s) below, describe in 500 words or less:**

1. The specific contribution(s) the nominee has made in **one or more** of the nomination categories below.
2. The specific impact of the nominee’s contribution(s) on the department or the university.

**NOMINATION CATEGORIES**

**Please select up to three categories for which you are nominating this individual:**

[ ]  Demonstrated commitment to the public good, which is a defining part of Emory’s character, through the use of one’s talents and abilities for personal and/or global goals.

[ ]  Exemplary contribution while serving on a university committee, task force, or commission.

[ ]  Significant contribution to an innovation resulting in increased customer satisfaction for students, employees, visitors, or alumni.

[ ]  Creative suggestion or initiative resulting in a new successful program or service for a department or for the university.

[ ]  Innovation resulting in increased efficiency or decreased costs in a department or for the university.

[ ]  Establishment of a program or procedure that has improved the safety and security of the Emory community.

[ ]  Exceptional contribution which advances and supports the quality of teaching or research.

[ ]  Demonstrated actions which have improved or advanced the university's commitment to diversity, equity, and inclusion.

[ ]  Long-time, exceptional service and dedication to Emory which has led to a legacy of achievement over the span of one’s career.

**Nominations received after 5:00 p.m. on Monday, February 10, 2025 will not be considered.**

**NOMINATION SUMMARY (500 words or less):**

**NOMINATION SUMMARY (500 words or less), continued:**