**Academic Affairs Outstanding Staff Member Award**

**Nomination Form**

To nominate a deserving staff member for the Academic Affairs Outstanding Staff Member award, please complete this nomination form. Make certain that the nominee meets the eligibility requirements and **be sure to specifically address the selection criteria in your nomination materials.**

In addition to this form, the following documentation is required for each nominee:

\_\_\_\_\_ Letter of nomination (from a colleague, faculty member or supervisor)

\_\_\_\_\_ Letter of support from the employee’s supervisor (not required if supervisor is nominator)

\_\_\_\_\_ Letter of support from a colleague (only one colleague support letter may be submitted)

\_\_\_\_\_ Nominee’s personal statement – describing their contributions to NKU (500 words or fewer)

All of these items must be submitted together and must be sent via email to Jason Vest at vestj3@nku.edu. **The deadline for submission of all documents is Wednesday, March 1, 2018**. A committee will evaluate the materials submitted and the winners will be announced at the Academic Affairs Faculty and Staff Honors and Awards Ceremony in April.

**Name of Nominee**:

Department:

Email Address: Phone:

**Name of Nominator**:

Department:

Email Address: Phone Number: