

UNIVERSITY AWARD FOR AGGIE PRIDE, cont.

Criteria, cont.

- Members of the university community may nominate individuals for this award; self-nominations are ineligible
- Previous recipients of the University Award for Excellence in Aggie Pride are not eligible to receive any University Award for Excellence for two years after the initial award date
- This award will only be granted when there are qualified nominations
- Award recipients must be currently employed by the university at the time of the monetary award distribution

Award to Recipient

- \$1,000 cash award
- Plaque or other item
- Recognition luncheon or banquet
- Recognition on the N.C. A&T Human Resources website

Nomination Process

- Nominator must be a permanent employee of North Carolina A&T State University
- Nominator completes the University Award for Excellence in Aggie Pride Form and facilitates completion of the nomination process
- Nominator obtains signature approval from the nominee's immediate supervisor, department head and dean/vice chancellor
- Completed nomination form and a cover letter (not to exceed one page) written by the nominator are submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 30, 2024
- In the event that a nominee has multiple nominations, only the first to be received will be evaluated

Application

The University Award for Excellence in Leadership Form is available online:

https://hub.ncat.edu/_files/administrative/university_employee_recognition_and_award_program.pdf



University Employee Recognition & Awards Nomination Form Instructions

FOR SHRA AND EHRA NON-FACULTY EMPLOYEES

Please use only this form to nominate an employee for the **University Employee Recognition & Awards** program.

All information must be TYPED or PRINTED (legibly), then signed in the designated spaces.

Please review the criteria for eligibility (listed below) and the respective categories for each award before proceeding.

ELIGIBILITY

1. Permanent, full-time SHRA or EHRA Non-Faculty employee.
2. Employee must have a minimum of three consecutive years of service to the university.
3. No disciplinary actions pending or having occurred within the current fiscal period.
4. University Administrators (Senior Academic Administrative Officers, Tiers I & II) are excluded.
5. Employees may nominate individuals for this award; self-nominations are ineligible.
6. Previous recipients of each University Award of Excellence are not eligible to receive award for two years after the initial award date.
7. Award recipients must be employed by the university at the time of the monetary award distribution.

GUIDELINES

1. All employees are eligible to nominate individuals during the announced period.
2. Do not leave any columns blank.
3. Nominator submits the completed nomination form and a one-page cover letter to nominee's immediate supervisor, in a sealed envelope on or before the due date.
(Note: Nominator must be a permanent employee of North Carolina A&T State University.)
4. Immediate supervisor reviews, signs and submits nomination form to the respective department head/chair.
5. Department head/chair reviews, signs and submits nomination form to the vice chancellor
6. Vice chancellor reviews, signs and submits nomination form with cover letter to the University Employee Recognition Committee Chair.
7. Nominations are screened for eligibility by the selection team constituted by the committee for this purpose. All decisions are final.
8. The nominations will be kept confidential.
9. Employee must possess at least one of the five (5) selected criteria to be endorsed as a nominee for an award.
10. Nominations and attachments become the property of the committee.



University Employee Recognition & Awards Nomination Form

FOR SHRA AND EHRA NON-FACULTY EMPLOYEES

Please use only this form to nominate an employee for the **University Employee Recognition & Awards** program. Nominator must be a permanent employee of North Carolina A&T State University.

Date
Nominee's Name
Nominee's Department
Nominator's Name
Nominator's Department

A description must be stated for one of the following categories for the nominee to be considered as an outstanding employee. Provide reasons for nomination and use specific examples of positive traits, as demonstrated by the nominee.

Please select one of the following categories to submit for the nominee:

- Leadership
- Teamwork
- Performance
- Customer Service
- Aggie Pride (Going the Extra Mile)

The individual nominated must meet the criteria listed for the respective category checked above.

UNIVERSITY EMPLOYEE RECOGNITION & AWARDS NOMINATION FORM

Page 2

NOMINATION JUSTIFICATION

This section is provided for the nominator to describe key qualities, traits, or characteristics of the nominee. Describe how the nominee demonstrates excellence in the category he/she is being nominated. Include specific examples.

UNIVERSITY EMPLOYEE RECOGNITION & AWARDS NOMINATION FORM

Page 3

Nominee's Name

Nominee's Title

Nominee's Department

Nominator's Name and Title

Nominator's Department

SIGNATURES

Please obtain all signatures below before submitting the nomination packet.

Nominator's Signature

Date

Nominee's Immediate Supervisor's Signature

Date

Nominee's Department Head/Chair's Signature

Date

Nominee's Dean's Signature (*applicable only to nominee within school/college*)

Date

Nominee's Vice Chancellor's Signature

Date

FOR USE BY THE SELECTION COMMITTEE ONLY:

Date Received:
Disciplinary Actions:
Other:
Nominee's Selection Criteria Score:
TOTAL SCORE: