



# Award Nomination Form

**Submission Procedures:** Nominations must contain adequate factual or narrative material that describes the extent to which an individual meets the awards criteria. Include the following items and use objective data to support the nomination.

1. **A completed Nomination Form** signed by the nominator.
  - a. Nominator does not have to work in the same college as the nominee
2. **A summary of the nominee's qualifications.** In this key piece, the nominator should summarize the extent to which the nominee meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an academic advisor, faculty advisor, or an advising administrator. (This should not be more than one page front and back, typed)
3. **References for nominee.**
  - a. A list of references should accompany the nomination form and qualification summary (no more than 5). This can include advisees, colleagues and administrators.
  - b. These references will only be contacted by the Awards Committee if the award cannot be given based on the nomination form and qualifications.

## NOMINEE

Name: \_\_\_\_\_  
College/Department: \_\_\_\_\_  
Title: \_\_\_\_\_

## NOMINEE BACKGROUND

Number of years in Academic Advising: \_\_\_\_\_

Percentage of Time Assigned To:

advising: \_\_\_\_\_%      teaching/research: \_\_\_\_\_%      advising administration: \_\_\_\_\_%      other duties: \_\_\_\_\_%

## NOMINATOR

Name(s): \_\_\_\_\_  
Title(s): \_\_\_\_\_  
College/Department(s): \_\_\_\_\_  
Phone(s): \_\_\_\_\_

- **Submit completed nomination packets by 4:00 p.m. on Friday, May 20, 2016 to Philip Aguinaga via email with documents attached in PDF format ([philip.aguinaga@unt.edu](mailto:philip.aguinaga@unt.edu)).**
- A committee will be asked to review nominations and select award winner. If you nominee is selected, additional information/paper work may be required for submission for regional and national awards.
- There is no limit on number of nominations from any person, office, or group. Please note that employees can be nominated for more than one award but can only be selected for one award.