

## ***Administrative and Professional Faculty***

# **REWARD AND RECOGNITION NOMINATION FORM**

*Administrative and professional faculty who have demonstrated exemplary performance, and whose contributions have made a significant positive impact on the unit, campus, college or the VCCS, should be acknowledged. Evaluation plans must include formal provisions for recognizing and rewarding performance that exceeds expectations. (VCCS Policy: 3.6.1.5)*

<b>Name of Faculty Member being Nominated:</b>	<b>EMPLID:</b>	<b>Title:</b>	<b>Date:</b>
<b>Department:</b>	<b>Campus</b> <small>(if applicable):</small>	<b>Nomination Period:</b> _____ to _____	
<b>Faculty Designation:</b> <input type="checkbox"/> Administrative <input type="checkbox"/> Professional		<b>Faculty Rank:</b>	
<b>Name of Faculty Member's Supervisor:</b>		<b>Supervisor's Title:</b>	

<b>Nomination Narrative/Justification</b>
Select the category for which this nomination applies (select only one): <input type="checkbox"/> <b>Reward</b> <input type="checkbox"/> <b>Recognition</b>
Please outline your rationale for nominating the faculty member for Reward and Recognition, and provide supporting documentation as appropriate.
<input type="checkbox"/> <b>Supporting Documentation attached</b>

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"><b>Nominator's Signature</b></td> <td style="width: 35%;"><b>Nominator's Name</b></td> <td style="width: 15%;"><b>EMPLID</b></td> <td style="width: 15%;"><b>Date</b></td> </tr> </table>	<b>Nominator's Signature</b>	<b>Nominator's Name</b>	<b>EMPLID</b>	<b>Date</b>
<b>Nominator's Signature</b>	<b>Nominator's Name</b>	<b>EMPLID</b>	<b>Date</b>	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Supervisor's Signature</b></td> <td style="width: 30%;"><b>Date</b></td> </tr> </table>	<b>Supervisor's Signature</b>	<b>Date</b>		
<b>Supervisor's Signature</b>	<b>Date</b>			

<b>For Reward and Recognition Committee USE ONLY</b>	
<b>Date Received:</b>	<b>Date Reviewed by Committee:</b>
<input type="checkbox"/> <i>Supporting Documentation received</i>	