

The University of Texas System
Regents' Outstanding Employee Award Nomination
January 19, 2018 – February 12, 2018

Name of Nominee: _____

Institution: _____

Years of Service: _____

Nominee's Director, Department Administrator or Supervisor:

Name: _____ **Email:** _____

Eligibility Criteria:

I verify that this nominee meets all of the following requirements:

- Two years of consecutive service at local nominating institution (must be employed at same institution at the date of the award)
- Good standing (not on formal disciplinary action) with the most recent performance evaluation reflecting a "meeting expectations" score or higher
- Nominee has not received this award in the last five years

Three (3) letters of support must reference at least three of the four criteria below. Each letter of support should not exceed three pages. Please use 12pt, Times New Roman font with one inch margins, double spaced, and adhere to all rules of grammar.

- Superior Performance
- Outstanding Customer Service
- Acts that enhance the image of the University and/or community outreach
- Teamwork

Supplemental articles and pictures may be submitted for consideration but will not be returned to you. Do not submit videos, DVDs, or links to online content as these items will not be considered.

All accomplishments by the nominees should have taken place, continued, or culminated, in the previous fiscal year.

The Nomination Packet must be submitted in full. Incomplete or late Nomination Packets will not be considered. Nomination Packets must be received no later than February 16, 2018.

Submitted By: _____ **Email:** _____

Title: _____