

Provost's Award Nomination Guidelines

The Provost's Award is given annually to an academic affairs staff member at Chapman University who has demonstrated:

1. Outstanding achievement on the job;
2. Outstanding service to other employees, students and/or visitors;
3. Distinguished efforts in staff development and recognition.

Additionally, each nomination should incorporate the following characteristics that most effectively describe why the nominee should be recognized with the Provost's Award: character, collaboration, engagement and integrity.

Eligibility

In order to be eligible to receive this award, employees must:

1. Be currently employed as a regular status staff or administrative employee at Chapman University;
2. Have at least three years of service as a regular staff or administrative employee at Chapman University;
3. Have not received the award in the past year;
4. Have the support of two community members with one being a supervisor of the nominee.

Selection Process

A selection committee will review all nominations. The committee will then forward its recommendations to the provost for final selection. Committee members do not seek additional information on nominees to make final decisions. Detailed information about a nominee as described by those submitting the nomination and letters of support are the determining factors. The award winner will be announced at the annual staff summit.

Instructions

1. The nominator completes the nomination form.
2. If the nominator is the supervisor, they are not required to write a letter of support; however, two letters of support are still required.
3. Be sure that attached letters of support include name, title, department and contact information.
4. Limit comments on nomination form to two typewritten pages, and follow the format and criteria outlined.
5. Self-nominations will not be considered.
6. Please submit your nomination form and letters of support by email to Shehani Reeder at gunasena@chapman.edu on or before **Friday, April 26, 2019 at 5:00 p.m.**