



### President's Award Nomination Guidelines

The President's Award is given annually to a member of the Chapman University staff or administration who has:

1. Given **exceptional service to Chapman University** in their areas of responsibility, demonstrated by exemplary job performance and superior interpersonal skills.
2. Given service beyond job responsibilities to **uphold and advance the mission of Chapman University**. (Chapman's mission is *"to provide personalized education of distinction that leads to inquiring, ethical and productive lives as global citizens"*.)
3. **Demonstrated teamwork and cooperation within Chapman University.**
4. **Gone beyond the obvious, the expected and the norm, to enhance the success, reputation, image or service** of Chapman University.
5. **Facilitated success in others**, whether they are peers or supervisors.
6. **Embodied the guiding behaviors (well-being, respect, rigor, and pride)** of The Chapman Experience when representing the University to all constituents.

#### Eligibility

In order to be eligible to receive the President's 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 the support of at least one of their supervisors.
4. Self-nominations will not be considered.

#### Instructions

1. Using [this link](#), please fill out the nomination form and upload a signed letter of support (.pdf, .doc, .docx) from a supervisor of the nominee, if you, the nominator, are not their supervisor.
2. **Please submit your completed nomination, including the letter of support if applicable, by 11:59pm, Thursday, April 25, 2019. Late nominations will not be accepted.**