SETACRAO
Support Staff Excellence Award
2014 Nomination Form

Nominee: _____

Institution: _____

Current Position: _____

Length of time in position: _____

Reason for Nomiation:

Please forward a narrative description on a spereate page as to why the individual you are nominating is deserving of this award. The guidelines to be followed are listed below:

1. The nominee must be a full-time employee of an Admissions Office and/or Registrar's Office with a minimum of one year of service.
2. The nominee must demonstrate outstanding accomplishments more than required in the job position that clearly warrants recognition such as:
   a. Admirable interaction with co-workers, students, and faculty
   b. Exceeds challenges
   c. Consistently goes above and beyond the call of duty
   d. Exemplifies "Team Spirit"
   e. Shows dedication
   f. Displays motivation
   g. Job performance shows concern for the school as a "whole" in addition to department
   i. Nominee exhibits a superior knowledge of his/her campus function(s)

Nomination made by: _____ Title: _____

Institution: _____ Dept: _____

Signature: _____ Date: _____

Please send this information in one of the two (2) options:

1. Mail to: Univ. of St. Thomas - SETACRAO, c/o Latoya Whitaker
   3800 Montrose Blvd
   Houston, TX 77006
2. Email to : Richmol@stthom.edu

NOMINATIONS MUST BE RECEIVED NO LATER THAN JANUARY 17, 2014