

# Department Excellence Award Nomination Form

Nominated Department:

Name of Nominator: \_\_\_\_\_

Nominator's Work E-mail: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
(mm/dd/yyyy)

Nominator's Phone Number: \_\_\_\_\_

**Please consider the following when filling out the nomination form.**

- \* Prepare the nomination assuming that the selection committee does not know the nominee.
- \* **Be Specific!** Give specific examples of their outstanding qualities.
- \* Respond to all areas below in the nomination form.
- \* You must stay within the word limit set for each response.
- \* Please write legibly if you are filling out the form by hand.
- \* Seek assistance from the nominee and department chair/director, if needed. The Writing Center will also be available to review for both content and error.
- \* **Every question on the nomination form must have a response. If all questions do not have a response, then your nomination will automatically be disqualified.**

**1) Customer Service: How does the department display exceptional customer service to students, staff, faculty and guests? (125 Word Limit)**

**2) Innovation and Improvement: What new innovations and improvements has the department made toward making processes more effective across campus? (125 Word Limit)**

**3) Campus Involvement: What extra services does the department provide to the University and Community? (125 Word Limit)**

**4) Final Words: List one experience you have had with the department that resulted in this nomination: (50 word limit)**

Please submit the completed nomination form to Patricia Harris, Box # 48, or submit via email to [paharris@aug.edu](mailto:paharris@aug.edu)