

CALL for PARTICIPATION

The Provost, with the assistance of a staff committee, has devised an awards program to honor Academic Affairs (i.e. Assessment & Institutional Research, Enrollment Services, Extended Programs, Graduate Programs, Research, Undergraduate Programs and Provost) staff members for their outstanding service to the division and to the University. At this time, Dr. Faudree is pleased to invite nominations and encourages each of you to recognize your fellow employees for their contributions.



All nominations should be forwarded to:
Office of the Provost Administration Building 360
By Thursday, October 13, 2011 at 4:30pm

The Outstanding Service Award will be presented at the
Fall Business Meeting, Wednesday, November 9, 2011
from
2:00pm – 3:30pm in the University Center,
Fountain View Room.

Everyone in the division is encouraged to attend.
Website: memphis.edu/acadawards

INSTRUCTIONS: Complete this form and provide a typed letter of support stating the reasons why you have selected this candidate for nomination (see memphis.edu/acadawards and follow the link to “Criteria for Awards and Nomination Requirements”). When submitting this nomination, please be specific (one page or less please). Recipients will be awarded based on the comments you provide. All nominations should be forwarded to:

Office of the Provost Administration Building 360
By Thursday, October 13, 2011 at 4:30pm.





OUTSTANDING SERVICE AWARD NOMINATION FORM

Award
Nominee: _____ Department: _____

Nominated by: _____ Phone Number: _____

Email address: _____ Date: _____