**PRESIDENT’S AWARD NOMINATION FORM**

To nominate a staff, faculty or MPP employee for the President’s Award, complete and submit this form between **September 1**-**30**. Please use a separate nomination form for each award nomination. Nominators may only nominate one employee per category (staff, faculty, MPP/Manager) per cycle. In other words, a nominator may nominate up to a total of three (3) employees: one staff, one faculty, and/or one MPP/Manager each year. Nominations will be reviewed by the Award Advisory Committee, who will make its recommendations to the President. The award recipients will be announced at the Employee Appreciation Breakfast on January 15, 2025.

**COMPLETE THE FOLLOWING FOR THE AWARD NOMINATION:**

Name of person being nominated (Nominee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is nominee a \_\_staff member \_\_\_ faculty member \_\_ MPP (check one)

Nominee’s Department and Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name (Nominator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus Ext. \_\_\_\_\_\_\_\_

Narrative:

Please accept the nomination of the above-named individual for the following reasons:

*[Using the criteria in the attached document, describe how the employee has demonstrated* ***all*** *of the criteria (as a staff, faculty or MPP) in their overall job performance. Please be specific. The Awards Advisory Committee will use only information submitted for consideration to make its recommendation to the President. Word Count Limit: 1000. (Word Count can be viewed in WORD, under the tab “Review 🡪 Word Count.”)]*

[Word count starts here.]

[word count ends here.]

By printing my name here, I state that I am nominating the person above for all of the reasons herein.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email this form as a WORD attachment to humanresources@csumb.edu.**

**Only electronic forms will be accepted.**

**Please use “Award Nomination” in the Subject Line.**