

DISTINGUISHED SERVICE AWARD NOMINATION FORM

UPS
 (Unclassified Professional Staff)

USS
 (University Support Staff)

Nominator must check only one box

Nominee Information			
Name:			
Year Started at FHSU:			
Current Position:		Number of Years in Current Position:	
Telephone Number:		Email:	

Nominator Information			
Letter of Support 1 (Provided by Nominator)			
Name:			
Position:			
Telephone Number:		Email:	
Letter of Support 2 (Provided by Other Campus Source)			
Name:			
Position:			
Telephone Number:		Email:	
Letter of Support 3 (Provided by Other Campus Source)			
Name:			
Position:			
Telephone Number:		Email:	

Submit this form and three letters of support to:
 Distinguished Service Award Committee
 FHSU Human Resource Office
 600 Park Street
 Hays, KS 67601

Supporting Information for Nomination:

A nominee for this award should have performed services in several of these areas. Greater weight is given to work that directly supports the mission of FHSU.

- A. Contributions to students, faculty, and/or staff.
- B. Contributions to department, school, administrative units, and/or University.
- C. Innovative program, and/or management development, special contributions.
- D. Professional achievements, awards, recognition.
- E. Work with various campus groups, state/national groups, official appointment on any level, and/or community involvement as a representative of FHSU.
- F. Other criteria that demonstrate distinguished service.

The information included within the three nomination letters and this form will determine who receives the award(s). Carefully review the policy prior to completing the nomination, which is not to exceed one typewritten page.