



Soaring to Excellence Award CRITERIA AND INFORMATION

AWARD OVERVIEW

The Soaring to Excellence Award is granted to an individual for achievements that:

- are notable contributions to the University
- reflect work that is significantly above and beyond the range of the job assignment and performance expectations
- demonstrate application of the four guiding principles of the University (commitment to excellence, focus, relevance, and accountability)

Please visit <http://www.unf.edu/unfinfo/awards/awards.html> to view the criteria for this award.

REQUIREMENTS

The completed nomination packet must be submitted by 5:00 p.m. on the appropriate deadline date (see deadline dates at <http://www.unf.edu/unfinfo/awards/>) to the Recognition & Rewards Committee Chair (Vivian Senior, Career Services, Building 2, Room 2039) to be eligible for this award.

The nomination process shall consist of:

1. The nominator completes the information at the bottom of this of this page (page 1).
2. The nominator completes a Nomination Questionnaire (page 2).
3. The nominator or nominee has two other people complete a Nomination Questionnaire (page 2)
4. Attach supporting documentation if desired.
5. The nominator or nominee obtains the approval from the nominee’s supervisor (page 3).

Questions may be submitted to the Recognition & Rewards Committee by e-mailing awardcom@unf.edu.

To be completed by the nominator

Award Quarter: 1st half of the year (Jan.-June) 2nd half of the year (June-Dec.)

Nominee’s information

First & Last Name: _____

Will the Nominee know of this Nomination? Yes No

Nominator’s information

First & Last Name: _____

Department: _____

Work phone: _____

E-mail: _____



EXCELLENCE AWARDS PROGRAM



Soaring to Excellence Award SIGNATURE FORM

Nominee's First & Last Name: _____

Supervisor:

First & Last Name: _____

Position Title: _____

Department: _____

Work Extension: _____

Approve Nomination: Yes No

Signature: _____

(Optional) Comments:

This completed nomination packet should be sent to the Recognition & Rewards Committee Chair (Vivian Senior, Building 2, Room 2039) by 5:00 p.m. by the deadline date listed at <http://www.unf.edu/unfinfo/awards/>.