



TEXAS A&M UNIVERSITY

Chemistry

Department of Chemistry Outstanding Staff Award Nomination Form

NOMINEE INFORMATION

Name of Nominee

Room Number and Building

Email Address

Work Phone

Cell Phone

Years Employed with the Department of Chemistry

NOMINATOR'S INFORMATION

Name of Nominator

Nominator's Room Number and Building

Nominator's Phone

Nominator's Email Address

Date of Submission

NOMINATION PACKET ELEMENTS

Please use 11 point or 12 point font for supporting documents.

1. Nomination Form (this form)
2. Letter of Nomination
3. Accomplishments – provide a brief summary of the activities, accomplishments and impact of the individual's contribution to the department.
4. Letters of Support – not required, but greatly enhance the strength of the nomination.
(No more than three 1-page signed letters.)

SUBMISSION INSTRUCTIONS

1. Compile nomination packet in order listed above.
2. Save as one PDF file as follows: last name first name-staff award.pdf. (example: Doe Pat-Staff Award.pdf)
3. Submit one file to **chem-staff-committee@listserv.tamu.edu**

Ensure your nomination packet is in the correct order and includes all required documents before you submit it!