



Division of Human Resources & Organizational Effectiveness

Nomination for Esteemed Staff Status

INSTRUCTIONS Complete this form and obtain the required signatures for final approval/disapproval. Once approval is given by the University President, the nomination packet should be returned to the department head with a copy to Human Resources (HR) and the University Staff Council (USC). Individuals granted the Esteemed Staff Status will be notified by the President, with a copy to the Department Head and Dean (for academic departments) or Vice President (for nonacademic departments).

GUIDELINES [31.08.99.M0.01 Guidance Document](#) - Staff employees upon retirement or separation from Texas A&M University in good standing with at least twenty (20) cumulative or consecutive years in a staff position within the Texas A&M University System may be nominated to the Nomination Review Committee on Esteemed Staff. The Nomination Review Committee is a committee drawn from the University Staff Council. All communication from this committee will be through the USC's Executive Committee. Nominations may be submitted at any time preferably, no later than six weeks before the retirement or separation date, and must be submitted by the candidate's department. The Esteemed Staff Status designation will be effective after approvals are finalized.

Name of Candidate	Department
Job Title	Candidate's Home Address <i>(for future mailings)</i>
Date of Retirement/Separation	Years of Service at Retirement/Separation <i>(Must be at least 20 cumulative or consecutive years)</i>
<p>NOMINATION PACKET CHECKLIST: The nomination packet MUST include this form and the following documents:</p> <p><input type="checkbox"/> A narrative statement of no more than two pages of the candidate's career history at Texas A&M indicating dedication to the University and its subdivisions, professional accomplishments, committee memberships, leadership roles, impact on coworkers/students/faculty/staff, and institutional knowledge gained while working at the University.</p> <p><input type="checkbox"/> A letter of recommendation from the appropriate supervisor, describing meritorious and significant contributions the individual has made to Texas A&M University, approved by the department head and appropriate Dean (for academic departments) or Vice President (for nonacademic departments).</p>	

APPROVALS: I certify that the nominee is in good standing.

_____ Department Head	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Dean <i>(for academic departments)</i>	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Vice President <i>(for nonacademic departments)</i>	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Vice President for Human Resources and Organizational Effectiveness <i>(to verify length of service)</i>	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Nomination Review Committee Chair	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ University Staff Council Executive Committee Chair	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

AFTER APPROVALS ARE OBTAINED
SUBMIT A COPY OF THE NOMINATION PACKET TO BOTH:
 Texas A&M University Human Resources
 University Staff Council Employee Relations
 Mail Stop 1358 Mail Stop 1255

NEED HELP?
 Employee Relations
 Phone (979) 862-4027
employee-relations@tamu.edu