



President's Meritorious Service Awards 2020 Nomination Form

INSTRUCTIONS: Please review the award nomination criteria at employees.tamu.edu/pmsa to determine if an individual or team nominee is eligible for nomination before you begin. Detailed instructions can be found on the last page of this form.

All nominations must be received by Monday, January 27, 2020, at 5:00pm.

* Notes required fields

1. NOMINEE INFORMATION	
<input type="checkbox"/> Individual <input type="checkbox"/> Supervisor <input type="checkbox"/> Team – Use <i>THIS spreadsheet</i> to list each team member's information, then continue to sections 3-8 below.	
*Nominee Name:	*Preferred address: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
*Official Job Title (not working title):	
*Department:	
*Nominee's Office Location (building name, suite/office #): <i>(Please be detailed)</i>	
*Nominee's Email:	*Nominee's Phone:
*Nominee's Years Served in Current Position:	*Nominee's Years with A&M/SSC/Chartwells:

2. NOMINEE SUPERVISOR VERIFICATION	
<i>This information is needed because award recipient notification is coordinated with the nominee's supervisor before award recipients are finalized and announced to the public. If a team nomination with multiple departments represented, please select one primary supervisor for notification purposes.</i>	
*Supervisor Name:	*Preferred address: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
*Title:	
*Department:	
*Email:	*Phone:
*Office Location (building name, suite/office #): <i>(Please be detailed)</i>	

3. NOMINATOR INFORMATION	
<i>I certify that the information contained in this material (including award eligibility and years of service) is accurate to the best of my knowledge.</i>	
*Nominator Name:	*Title:
*Department:	
*Email:	*Phone:

4. JOB DUTIES

Please briefly describe the nominee's job duties. For a team nomination, please list the charge or responsibilities of the team as a whole. **NOTE:** Text is limited to the size of the text box below.

Please answer each of the following questions regarding the nominee's or team's commitment to and reflection of [Texas A&M University's Core Values](#). **LIST SPECIFIC EXAMPLES**– Use descriptive language and then give a situation or example that shows why the individual or team should win the award. **NOTE:** Text is limited to the size of the text box below.

5. HOW HAS THE NOMINEE or TEAM DEMONSTRATED SELFLESS SERVICE OR LOYALTY?

6. HOW HAS THE NOMINEE or TEAM DEMONSTRATED RESPECT?

7. HOW HAS THE NOMINEE or TEAM DEMONSTRATED INTEGRITY OR EXCELLENCE?

8. HOW HAS THE NOMINEE or TEAM DEMONSTRATED LEADERSHIP?

Submission Instructions:

NEW: To simplify the nomination process and provide equal opportunities for everyone, the PMSA nomination packet has been modified and will only require the completion of a nomination form. Letters of support will no longer be a part of the nomination process and will not be included in the packet for the selection committee to review.

After you complete the nomination form, please submit via email to PMSA@tamu.edu. (If you are submitting a team nomination, do not forget to attach the spreadsheet from Box #1 with team member information.)

In the subject line of your email, please indicate the Nominee's last name, first name, and PMSA category (Individual, Supervisor, or Team).

Example: Jones, Andrea – Individual Nominee

Example: Career Center – Team Nominee

Example: Williamson, Nathan – Supervisor Nominee

If you have any questions, please contact the Division of Human Resources and Organizational Effectiveness at EmplRecognition@tamu.edu or (979) 845-7995.

*Award recipients will be contacted directly and a list will be posted at employees.tamu.edu/pmsa in April.
The award ceremony will be held on Wednesday, April 22.*