



President's Special Recognition Award Nomination Form

Overview:

The **Special Recognition Award** honors an extraordinary student, faculty or staff member (or group) who has contributed momentous and unique talent or service to the university, resulting in infectious UNT pride. This award is given where no usual award or recognition is available due to the unique quality of the contributions.

For faculty and staff recipients:

- Engraved award
- Taxable \$1,000 cash prize

For students:

- Engraved award
- \$250 award processed through Student Financial Aid & Scholarships

Eligibility for Nominees:

- The faculty/staff member must be in a UNT retirement-eligible position for at least six consecutive months.
- The faculty/staff member must be in good standing, may not be on a current performance improvement plan, and may not have received any formal disciplinary action within 12 months prior to the nomination date.
- The staff member may not have received the Steve Miller Outstanding Employee Award within the previous four years. The faculty member may not have received Eminent Faculty, Faculty Leadership, Faculty Community Engagement or Outstanding Lecturer Award within the previous four years.
- The student must have completed at least four semesters at UNT and have a minimum GPA of 3.0.

Process for Nomination and Selection:

- Any UNT employee or student can nominate someone.
- Nominator must complete the electronic form, giving specific examples of how nominee has met and exceeded the criteria. Additional attachments will not be accepted and may result in the nomination being denied.
- Nominator may email the completed form to HRAdministration@untsystem.edu.
The Office of the President will consult with Human Resources, the Office of the Provost, and/or the Dean of Students to verify eligibility as well as gain approvals from the appropriate supervisor, department head/dean, vice president or president, where applicable.
- The president will choose the final recipient(s).

If you have questions regarding the nomination process for this award after reviewing <https://awards.unt.edu/president-awards>, please contact Human Resources at HRAdministration@untsystem.edu or 940-565-2281.



STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the award.

	Name	Employee ID (if known)	Department or Major	Job Title or Class Level	Affiliation to Nominee
Nominator:					
Nominee:					

STEP TWO: Give specific examples of how the nominee has met the following criteria:

1. The individual has contributed momentous and unique talent or service to the university, resulting in infectious UNT pride.

Submit completed nomination form to Human Resources at
HRAdministration@untsystem.edu