NOMINATION FOR THE 2010
A. JANE MORTON AWARD FOR EXCELLENCE IN STAFF PERFORMANCE

Criteria: **A continual demonstration of outstanding service to the University.**

- **Nominee (man or woman) must be from regular full time Staff Personnel.**
- **Nominee must be a University employee for a minimum of five years.**
- **<u>Nominations accepted from any University employee</u> (co-worker, supervisor, faculty, retiree, etc.)**

Nomination, Recommendation, and Support letters need to address:

- **Service to the department beyond regular job expectations**
- **Service to Ball State beyond departmental activities and responsibilities (e.g. Staff Council, various campus committees, assisting students and/or professional organizations, helping others, etc.)**
- **Service to the community (e.g. volunteer work, helping others, social organizations, other community activities, etc)**

Nominee:_____ Position Title:_____

Department/Area:_____ Phone:_____

Years of service at Ball State University:_____

Nominator:_____ _____
(Please Print) Nominator's Signature Date

Department/Area:_____ Position Title:_____

Phone:_____

Check list - Each nomination packet must have the following to be eligible for review:

_____ 1. Nomination for the 2010 A. Jane Morton Award for Excellence in Staff Performance Award (this form)

_____ 2. Letter of recommendation from nominator (this letter should ensure the committee that the nominee meets the above listed criteria)

_____ 3. Letter of recommendation from supervisor or department head (not required if nominator is the supervisor/department head)

_____ 4. Five supporting nomination letters required (limit 5)

It is the responsibility of the nominator to collect and send the completed materials* in a sealed envelope no later than 3 p.m. on Friday, February 12, 2010 to:

The A. Jane Morton Award Committee
C/O Coralee Young
Career Center, LU 351

***All nomination materials will be presented to nominees at the Retirement and Recognition Banquet.*