



## **Presidential Employee Excellence Recognition Program – Nomination Form Instructions**

To ensure your nomination packet is complete, please review the following instructions to ensure all of the required elements are included. Incomplete submissions **will not** be considered. This document cannot be used to submit a nomination; it is only for reference purposes.

**To submit a nomination, please visit <https://go.rutgers.edu/3wmfhcoh>.**

### **Section 1: Nominator Information**

The following questions collect information regarding the person submitting this nomination. If the nominee is selected for the award, the nominee and the individual that submitted the nomination will be invited to the awards ceremony in November 2025.

- First and Last Name
- Campus Affiliation
- Department/School
- Rutgers Email Address

### **Section 2: Nominee Information**

The following questions collect information regarding the person you wish to nominate for a Presidential Employee Excellence Recognition award. If your nomination is for a team, fill this out for each member of the team being nominated.

- First and Last Name
- Campus Affiliation
- Department/School
- Email Address

### **Section 3: Award and Nomination Details**

The following questions collect information regarding the project or work effort for which you are submitting a nomination.

Which award are you submitting this nomination for? Please carefully review the eligibility criteria for each category. Individuals nominated for more than **one** Presidential Employee Excellence Recognition Awards in the same calendar year, will be determined ineligible.

- Rutgers Lifetime Contribution Award – Faculty
- Rutgers Lifetime Contribution Award – Staff
- Rutgers Gateway Award (Service to Students)
- Rutgers Gateway Award (Service to Employees)
- Rutgers University Spirit Award
- Rutgers Outstanding Service Award
- Pride of Rutgers for Frontline Service Award
- Pride of Rutgers for Frontline Healthcare Award

### **Required Documentation**

Summary of accomplishment: Please attach a thoughtful and substantive summary that clearly outlines the extraordinary effort and accomplishment serving as the basis for this nomination, including qualitative and/or quantitative evidence of impact.

Evidence of Impact: All nominations must include evidence of impact. These can be quantitative (i.e., evaluations, reports, survey results) and/or qualitative (i.e., quotes, feedback, pictures). **Nominations will only be considered if accompanied by evidence of exceptional efforts.**

Pride of Rutgers Awards, please provide or outline **at least one** of the following:

- A one-to-two-page thoughtful summary outlining the specific contributions and impact of the individual or team and the extraordinary effort and accomplishment serving as the basis for nomination
- Up to five Letter(s) of support and/or testimonial(s) documenting the individual's or team's contributions from their peers, supervisors, or other members of the Rutgers community

### **Page Limits**

For all award categories except lifetime achievement: The summary may be up to two pages and supporting evidence may be up to five additional pages of supporting evidence for all award categories, except for the Lifetime Contribution Award

Lifetime Contribution Award - The summary of lifetime contributions may be up to two pages and the supporting documentation may be up to 20 additional pages (e.g., supporting letters).

Thank you for your participation. You have reached the end of the nomination form. By clicking submit below, your nomination will be sent to the review committee for consideration. Please be sure to check your responses before submitting your nomination.