

**UNIVERSITY OF TENNESSEE**  
**2009**  
**COLLEGE OF LAW**  
**SUPPORT STAFF AWARD FOR EXTRAORDINARY SERVICE**

All College of Law students, faculty and staff are invited to submit nominations for the annual **College of Law Support Staff Award for Extraordinary Service**. The award will be presented at the annual Honors Banquet and Awards Program on Friday, February 19, 2010. **Nominations should be submitted by THURSDAY, DECEMBER 31, 2009 to either the Dean's Office (Suite 278) or the Student Records Office (Suite 166) or you may send nominations by e-mail to Mary Ann James at [mjames1@utk.edu](mailto:mjames1@utk.edu)**

**DESCRIPTION OF AWARD:** \$1,500 cash prize.

**ELIGIBILITY:** All regular, full-time support staff members of the College with at least two years of service at the time of nomination are eligible for the award. **(Please note: Past recipients may not be considered for nomination for the next three subsequent years, after winning the award. Past recipients who are ineligible this year are: Sophia Dardy (2008 Recipient), Sean Gunter (2007 Recipient), and Sheryl Branson (2005 Recipient).**

**CRITERIA FOR NOMINATION AND SELECTION:** The award will be presented to the support staff member who best exemplifies extraordinary service to the College of Law. Consideration will be given to the following: job performance, professionalism, attitude, initiative, effective communication, relationship with associates and others, and the ability to relate to the mission of the College.

**NOMINATION FORM (Please Print or Type)**

I wish to nominate (employee's name): \_\_\_\_\_

Title: \_\_\_\_\_ Office: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Nominator's Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Reminder:** Please use Page 2 of this form (or you may attach a nomination statement) to provide supportive information which reflects the accomplishments of the nominee, giving specific examples of qualifications that meet the criteria for nomination. **Please note: Nominations must include substantive information to be considered.**

**DEADLINE FOR SUBMITTING NOMINATIONS: THURSDAY, DECEMBER 31, 2009**

**2009 COLLEGE OF LAW SUPPORT STAFF AWARD**

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**NOMINATION STATEMENT**

Please use this page (or you may attach a nomination statement) to list examples of extraordinary service, professionalism, leadership, and the ability to relate to others, i.e., cooperation, communication, helpfulness, willingness to perform beyond the scope of the job, etc. Summarize why you think this employee merits recognition.

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