

**2023 ACADEMIC AFFAIRS AWARD**  
**OUTSTANDING SERVICE BY A GRADUATE STUDENT**  
**NOMINATION FORM**  
*(To Be Completed by Nominator)*

NAME OF NOMINEE: \_\_\_\_\_

NOMINEE'S COLLEGE: \_\_\_\_\_

NOMINEE'S DEGREE/CONCENTRATION: \_\_\_\_\_

To help evaluate this graduate student for the outstanding service award, please provide a narrative addressing in detail the following criteria as well as any additional information that should be considered.

- Service to the graduate student's department and/or college
- Service to the University/higher education
- Service to the surrounding community, region, state, nation, and/or global community
- Service to professional organizations

Limit the evaluation to contributions made while the graduate student was enrolled at UNA.

If the nominee's activities could be considered as scholarship (e.g., the receipt and implementation of a grant), the narrative should clarify how the nominee's activities qualify as "service" (uncompensated or volunteer use of time and effort, activities outside of the individual's normal class responsibilities).

Narratives submitted in support of nominees should be limited to **five** pages.

In addition to the narrative, nomination materials should include:

- vita or résumé for the nominee with special attention given to service related activities while the graduate student was enrolled at UNA.

A college may submit more than one nomination for consideration.

\_\_\_\_\_  
NAME OF NOMINATOR

DATE: \_\_\_\_\_

\_\_\_\_\_  
NOMINATOR SIGNATURE

DATE: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT CHAIR SIGNATURE *(LETTER OF SUPPORT ATTACHED)*

DATE: \_\_\_\_\_

\_\_\_\_\_  
DEAN SIGNATURE

## **PROCEDURES AND CRITERIA - OUTSTANDING SERVICE BY A GRADUATE STUDENT**

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1. **September 2022:** Award Committees selected by Deans  
\*The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.  
**November 2022:** Nominations Open  
**Monday, February 6, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department  
**Monday, February 20, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college  
**Friday, February 24, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.  
([smcmillan@una.edu](mailto:smcmillan@una.edu))  
**April 2023:** Awards Gala
2. Electronic submissions are encouraged. Nominations may be made by students, faculty members, administrators and/or alumni. All UNA graduate students are eligible for the award.
3. The award will be made for excellence in service, according to criteria stated on this nomination form.  
*The purpose of UNA's annual Academic Affairs Outstanding Service Award is to formally recognize a graduate student who has provided noteworthy service (in terms of quantity and/or impact) to the individual's department/discipline, the University/higher education, the Shoals community, service to professional organizations, and/or service at the state, national, or international level.*  
  
The primary emphasis of the nomination should be scholarly work conducted while enrolled at UNA.
4. The recipient will receive:
  - A. There will be an acrylic award given to each recipient
  - B. The name of the recipient will be displayed on a permanent plaque
  - C. The recipient will be featured in *Profiles in Excellence*
5. The award will be presented by the Provost and Executive Vice President for Academic Affairs at the University Awards Gala (April 2023).

**Former Recipients are:**

Ashley Massey (CASE) – 2020

Kyle Reason (COEHS) – 2021

Craig Witt (COEHS) - 2022