

# 2024 EXCELLENCE AWARDS

## NOMINATION INSTRUCTIONS

Everyone knows someone who has done an outstanding job working at URI. Now is your chance to reward them. A candidate should be a University employee who goes beyond their responsibilities to enhance the objectives of a department and the University, and who approaches the job with creativity, imagination, dedication, and humanism.

Candidates from previous years qualify and you are encouraged to re-nominate someone who has been nominated in the past. This award is very competitive, and persistence is important! Please submit the [Google Nomination Form](#) with a letter of nomination and nominee's resume (if available) no later than **4:00 PM EST on Friday, February 9, 2024**.

*Please submit a nomination for any one of the following four categories (and feel free to submit more than one nomination):*

### **Administrative Excellence:**

This award honors an outstanding administrator. Managers, department heads who are not faculty members, or directors who have responsibility for administering a program or support service are eligible for nominations. The provost, vice presidents, and deans are not eligible. Recommendations should include comment on the candidate's **accomplishments, initiative, leadership, and personal qualities**. Any **relevant service** to a candidate's department or to the greater University community may also be noted.

### **Scholarly Excellence:**

This award honors outstanding research or artistic accomplishments of a full-time faculty member or researcher. Nominations should include a brief statement of **principal works** on which the nomination is based, a small number of **publications** relevant to the nominee's **scholarly activity** and if available a curriculum vitae. Any **relevant service** to a candidate's department or to the greater University community may also be noted.

### **Staff Excellence:**

This award honors a support staff member who has made an outstanding contribution to the University. Recommendations should comment on the candidate's **accomplishments, initiative, and personal qualities** that have made this candidate an outstanding staff person. Any **relevant service** to a candidate's department or to the greater University community may also be noted.

### **Teaching Excellence:**

This award honors excellence in teaching. Nominations for tenured, tenure-track, or full-time nontenure-track faculty should include a brief statement indicating the **professional, personal, and classroom qualities** that have made the nominee an outstanding teacher. Statements should be based on firsthand knowledge of the candidate's **teaching ability**. Any **relevant service** to a candidate's department or to the greater University community may also be noted.

For more Excellence Awards information, please visit [urifae.org/excellence](http://urifae.org/excellence). Please note that prior recipients are ineligible.

If you have general questions about the nomination process, please contact Hannah Laiho at [hlaiho@uri.edu](mailto:hlaiho@uri.edu) or 401.874.4962.