



# TULANE UNIVERSITY

## PRESIDENT'S DEPARTMENTAL/TEAM EXCELLENCE AWARD NOMINATION FORM

### Nominees Information

Name of Group: \_\_\_\_\_

Is the Group a Department? \_\_\_\_\_

Number of Group Members: \_\_\_\_\_

Department Head or Team Lead: \_\_\_\_\_

"Name of Group" can be the name of a department, project team, etc.

All group member names should be submitted in supporting documents.

### Nominator Information

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Are you a member of the group you are nominating? \_\_\_\_\_

Would you like your nomination to be anonymous? \_\_\_\_\_

### Nomination Categories

I am pleased to nominate the above named group for the President's Departmental/Team Excellence Award based on his or her contribution to the university in the areas indicated below. Follow the links below to learn more about each initiative.

Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Tulane University Master Plan</a>              | <input type="checkbox"/> <a href="#">Presidential Commission on Race and Tulane Values</a> |
| <input type="checkbox"/> <a href="#">Task Force on the Undergraduate Experience</a> | <input type="checkbox"/> <a href="#">Task Force on Academic Collaborations</a>             |
| <input type="checkbox"/> <a href="#">University Financial Reengineering</a>         |  |

### Supporting Document(s)

At least one letter of support must be submitted with this nomination form with specific examples of how the nominated group's efforts achieved, advanced or supported the goal(s) for which they were nominated. All of the names and departments of group members should be included as well.

#### Helpful Tips

Remember, the selection committee is relying on your words and examples to "see" the attributes and contributions of the group you are nominating. Describing behaviors and giving specific examples will clearly paint the picture of why the group deserves to be recognized. Consider the following to craft a strong nomination:

- ✓ What achievement is the group being nominated for?
- ✓ How does the group's achievement support the goal for which they were nominated?
- ✓ How did the group achieve this?
- ✓ What measurable outcomes resulted from the group's achievement?
- ✓ What positive impact did this group have on the University's initiatives?
- ✓ Is there supplemental information you can solicit from colleagues to strengthen the nomination?

**Both the completed nomination form and letter(s) of support should be emailed to Will Ferbos, Deputy Chief of Staff, at [wferbos@tulane.edu](mailto:wferbos@tulane.edu) October 30, 2019**



# TULANE UNIVERSITY

## PRESIDENT'S DEPARTMENTAL/TEAM EXCELLENCE AWARD DESCRIPTION, ELIGIBILITY AND SELECTION PROCESS

### Description

The University is introducing a new award to recognize departments, teams or groups of employees whose achievements advance or support the university's initiatives to transform the Tulane experience. Recipients will receive a one-time cash award and will be honored during a unified recognition event this spring which will include staff members who reach milestone service anniversaries.

### Eligibility

- All part-time and full-time staff, faculty and student employees are eligible for nomination of this award.
- Groups can be departmental, cross-departmental, interdisciplinary, committee or project team, etc.

### Criteria

Works effectively as part of a department, team or group advance or support the university's initiatives to transform the Tulane experience. Follow the links below to learn more about each initiative.

- [Campus Master Plan](#) - The Tulane University Master Plan will produce a holistic and integrated assessment of the campus environment with the goal of coordinating the institutional mission with the physical development of the campus.
- [Presidential Commission on Race and Tulane Values](#) - The purpose of the Commission is to craft the reforms necessary to make Tulane University a racially diverse, inclusive community, one in which all students learn the Tulane values of respect and equality.
- [Task Force on the Undergraduate Experience](#) - This Task Force is being assembled at the request of President Fitts to ensure the undergraduate experience at Tulane is a leader for the nation in the coming years.
- [Task Force on Academic Collaborations](#) - This task force is being assembled at the request of President Fitts to explore strategies to ensure the collaborative research at Tulane is a leader for the nation in the coming years.
- [University Financial Reengineering](#) - In order to meet our ambitious goals for Tulane's future, we have just completed a robust strategic review of university finances and are implementing new budget initiatives.

### Nomination and Selection Process

- The call for nominations is announced annually during the fall semester.
- All staff, faculty, students and affiliates of Tulane are welcome to submit nominations.
  - Groups can nominate themselves.
  - The nomination form should be thoroughly completed. At least one letter of support should be included with specific examples of how the nominated group's efforts achieved, advanced or supported one of the goals listed above. Include names of all group members.
  - Both the completed nomination form and letter(s) of support should be emailed to Will Ferbos, Deputy Chief of Staff, at [wferbos@tulane.edu](mailto:wferbos@tulane.edu) by October 30, 2019.
- Nominations are reviewed by the Office of Human Resources to verify that eligibility requirements have been met.
- The Awards Committee reviews nominations and recommends recipients. The committee's recommendations are submitted to the Senior Administration of the University for final approval.
- Recipients are announced in December.
  - Individual recipients of a group receive the monetary award via direct deposit the day following the announcement.
  - If recipients are a part of a university department, the head of the department will be contacted by the Office of Human Resources after the announcement is made to arrange for disbursement of the monetary award(s).
- Recipients are invited as honored guests to attend a unified recognition event in the spring. During this event, the recipients will be presented with a keepsake award.

**Both the completed nomination form and letter(s) of support should be emailed to Will Ferbos, Deputy Chief of Staff, at [wferbos@tulane.edu](mailto:wferbos@tulane.edu) October 30, 2019**