2013 Charles Coleman Memorial Service Award

Nomination Application

(To be completed by Supervisors)

Please complete the following questions regarding your nominee. Include specific events and details to support your responses. Completed applications should be returned to Jennifer Cooper in the Office of Human Resources by email (jcooper4@umw.edu) or through campus mail (Fairfax House). You will be sent a verification to confirm receipt of your nomination.

The Application deadline is 5 p.m. Friday, April 19, 2013. Nominee Name

Position:

Nominating Supervisor: Department:

Classified Employee Hourly Employee

First date of continuous employment:

Has the nominee been an employee of the University of Mary Washington for five years, continuously? Yes No

1. How has the employee demonstrated loyalty and dedication to the University of Mary

Washington?

2. How has the employee demonstrated care and concern for others within the University of

Mary Washington community?

3. How has the employee demonstrated a positive, “can do” attitude regarding assigned duties and responsibilities and/or generally as a University of Mary Washington employee?

Once all nominations are received, Cabinet Vice Presidents will approve finalists from their areas. Finalists will then be reviewed and selected by a committee consisting of Coleman award winners from the previous three years.