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| --- | --- |
| **PROGRAM INFORMATION** |  |
| Title of Award: |       |
| Sponsoring School/Division: |  |
| Sponsoring Department: |       |
| Department Number (if applicable): |       |
| Date Award was Establishment: |  / / |
| Purpose of the Award: |       |
| Selection Criteria: |       |
| Selection Committee: |       |
| What is awarded? (plaque, monetary amount, leave time, etc.) |       |
| How is the award presented? (staff meeting, luncheon, etc.) |       |
| Exemption Request—This form requests an exemption to the Departmental Recognition Policy, limiting awards to $2,000 (gross), and is submitted with Vice Chancellor letter of support. | [ ]  Yes [ ]  No |
|  |  |
| **ELIGIBILITY** |  |
| Who is Eligible to Receive the Award? |       |
| Who is Eligible to Submit a Nomination? |       |
|  |  |
| **AWARD CYCLE** |  |
| Frequency of Award (annual, semi-annual, etc.): |       |
| Number of Awards per cycle: |       |
| Nomination Period (month(s)): |       |
| Award Selection Results announced (month)? |       |
|  |  |
| **NOMINATION PROCESS** |  |
| Nomination Process: |       |
| Required Form(s)/Documentation: |       |
| Email address nominations are submitted to: |       |
|  |  |
| **PROGRAM ADMINISTRATOR (Administrator not eligible for award)** |
| Full Name (first last): |       |
| Home School/Division: |  |
| Home Department: |       |
| Email Address: |       |
| Phone Number: |       |
| Fax Number: |       |
| URL for Award Program (if applicable): |       |
| Date Program last reviewed (suggested annually): |  / / |
|  |  |
| **School/Division HR Officer Approval** |  |
| HR Officer Full Name (first last): |       |
| HR Officer Signature: |  |
| Date of approval: |  / / |

**Return completed form (with any forms attached) via email to:** **UNCjobperks@unc.edu**