

*College of Education and Human Development  
Extraordinary Service Award Nomination Form*

Employee's Name:	Employee Title:
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Performance Justifying Extraordinary Award (approximately 500 words):

Please remember that the employees must meet the following criteria:

- 1) Full-time/budgeted employee with TAMU and CEHD (or Supports CEHD) for the past year (last 12 months consecutively).
- 2) Not received an Extraordinary Service Award within the last two years.
- 3) Received a "Meets Expectations" or higher on their overall rating on their latest Performance Evaluation.
- 4) Nomination must clearly document contributions the nominee made that went above and beyond and/or fell outside of their normal job responsibilities.
- 5) Two statements of support of less than 100 words each.
- 6) Supervisor signature to show acknowledgment of nomination.
- 7) Submit application with current job description from Workday. Human Resource Generalist (HRGs) can assist with this.

**Endorsers:**

Statements of Support (2 Statements of endorsements only; approximately 100 words each.

Endorser #1 (approximately 100 words):

Endorser #2 (approximately 100 words):

\_\_\_\_\_  
Name of Nominator

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Supervisor or Manager

\_\_\_\_\_  
Signature of Supervisor or Manager

\_\_\_\_\_  
Date