



Presidential Diversity Award Nomination Form

Nominations Due: November 11, 2011

Nomination Categories:

Individual: A current faculty, staff member, student or alumnus of the University of Rochester.

Unit/Organization/Team: A school, department, unit, or faculty, staff, or student organization or team.

Nominees in this category may consist of people from more than one organizational unit.

<p><u>Individual Nomination:</u></p>	<p>Name of Nominee: _____ Department: _____ University/Work Address: _____ University/Work Telephone: _____ E-mail address: _____</p>
<p><u>Unit/Organization/Team Nomination:</u> On this form list only the information for the unit/organization/team as a whole.</p> <p>On a separate sheet please provide one list containing for each member: Name, Supervisor (if known), Department, University Address, University Telephone, and E-Mail Address.</p>	<p>Unit/Organization/Team Nominee: _____ Unit/Organization/Team Purpose: _____ _____ Unit/Organization/Team Primary Contact: _____ _____ Department: _____ University Address: _____ University Telephone: _____ E-mail Address: _____</p>

COMPLETE THE FOLLOWING FOR BOTH INDIVIDUAL AND UNIT/ORGANIZATION/TEAM NOMINEES:

<p>Name of Nominator: _____ Relationship to Nominee: (Supervisor, Colleague, etc.) _____ Department: _____ University/work Address: _____ _____ University/work Telephone: _____ Other contact information, if applicable: _____ _____ E-mail Address: _____</p>

See next page for guidelines and where to send completed applications with letters of support.

Criteria for Nominations

- Nominees can be current faculty, staff, students, units, departments, or other functional teams of the University or graduates of the University. Nominees should demonstrate an outstanding commitment to the values of diversity and inclusion within the University of Rochester.
- Nominees' emerging or sustained commitment to the values of diversity, inclusion, and multiculturalism should be demonstrated by documented efforts that are above and beyond the routine expectations of the job, position or project.
- Nominees should have demonstrated exceptional efforts to promote an environment that is free from bias and discrimination within the University of Rochester.
- Nominations must provide evidence to substantiate the contribution that the individual, team, or unit has made towards advancing diversity and inclusion.
- Nominations can be submitted by individual employees (including supervisors, direct reports and peers of the nominees), students, University organizations, employee networks and diversity councils.

Instructions for Submitting Nominations

The nomination deadline is November 11, 2011.

- Use a separate Nomination Form for each nominee. Make sure that the contact information is accurate and complete.
- A nomination statement should be included with this form and should not exceed **two** pages. The nomination statement should specifically identify the individual or team's contributions and accomplishments.
- Submit three letters of support for the nomination. In the case of an individual student, staff or faculty nominee, one of the letters of support should be from the supervisor, department chair, center director, or dean. In the case of a group, team one of letters must come from a supervisory individual representing the lead office or lead sponsor. Nominations for alumni must include one letter of support from a current student, staff or faculty member at the University.
- Submit completed nomination forms with narrative and three letters of support to Maggie Cassie (maggie.cassie@rochester.edu or Wallis Hall, Room 136, PO Box 270016).

Copies of this Nomination Form and instructions are available at The Office of Human Resources-Multicultural Affairs & Inclusion, Medical Center Room 1-6137; Vice Provost's Office of Faculty Development and Diversity in Wallis Hall, Room 149; and online at www.rochester.edu/hr/awards/diversity.



Award recipients will be selected and announced in January 2012.

Celebration

The Diversity Awards Selection Committee will choose a maximum of two award recipients per year.

Award recipients will be honored during the University's Martin Luther King, Jr. Commemorative Address or other appropriate occasion. Their names will be added to an awards plaque, which will be posted alongside the plaque recognizing the winners of the Witmer and Meliora Awards.

Each Presidential Diversity Award includes a \$2,500 prize. Individual award winners will receive half and will designate half to support the budget of a program or department of the winner's choice. Team award winners will designate the entire \$2,500 prize to the program or department of the team's choice. In designating the prize money to a program or department, the individual or team should choose from those programs and departments that are doing work in the area of diversity or inclusion. Award winners may choose their own program or department.

Award recipients will be recognized in a University publication such as *Currents*, @Rochester.