

2024 ACADEMIC AFFAIRS AWARD  
OUTSTANDING SERVICE BY A GRADUATE STUDENT  
NOMINATION FORM  
(To Be Completed by Nominator)

NAME OF NOMINEE: \_\_\_\_\_  
NOMINEE'S COLLEGE: \_\_\_\_\_  
NOMINEE'S DEGREE/CONCENTRATION: \_\_\_\_\_

To help evaluate this graduate student for the outstanding service award, please provide a narrative addressing in detail the following criteria as well as any additional information that should be considered.

- Service to the graduate student's department and/or college
- Service to the University/higher education
- Service to the surrounding community, region, state, nation, and/or global community
- Service to professional organizations

Limit the evaluation to contributions made while the graduate student was enrolled at UNA. If the nominee's activities could be considered as scholarship (e.g., the receipt and implementation of a grant), the narrative should clarify how the nominee's activities qualify as "service" (uncompensated or volunteer use of time and effort, activities outside of the individual's normal responsibilities). Narratives submitted in support of nominees should be limited to **two** pages.

In addition to the narrative, nomination materials should include:  
 vita or résumé for the nominee with special attention given to service related activities while the graduate student was enrolled at UNA

A college may submit more than one nomination for consideration.

\_\_\_\_\_  
NAME OF NOMINATOR

\_\_\_\_\_  
NOMINATOR SIGNATURE

\_\_\_\_\_  
DEPARTMENT CHAIR SIGNATURE (LETTER OF SUPPORT ATTACHED)

\_\_\_\_\_  
DEAN SIGNATURE

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROCEDURES AND CRITERIA - OUTSTANDING SERVICE BY A GRADUATE STUDENT

1. September 2023: Award Committees selected by Deans  
\*The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.  
November 2023 Nominations Open  
February 9, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department  
February 16, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college  
February 23, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.  
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