CALL FOR NOMINATIONS
for the
FY13 University Commission on Women
Distinguished Service to Women Award for Staff

Award Name: Distinguished Service to Women Award(s)

Category: Staff

Award: $1,000 pre-tax dollars per award plus plaque or certificate.

Purpose: To recognize Staff commitment and contribution in the advancement and support of women.

Criteria: The nominee is a champion for women including, but not limited to the following criteria:

• Demonstrates a commitment to gender equality and dedication to further the status of women.
• Engages in work that has positively affected the lives of women and has potential for creating real change.
• Exhibits active involvement in women’s causes and/or organizations.
• Is a role model for women.
• Demonstrates commitment to an improved environment for women on campus through a range of activities which may include: organizing students, policy formation, goal setting, programs, or a history of mentoring and/or promoting women.
• Shows commitment to women’s issues through volunteer work, elected position, advocacy, and/or other forms of leadership on or off campus.

Eligibility:
Staff: Nominee must be a non-faculty, full-time employee.

Current members of the University Commission on Women or prior recipients of the award are ineligible.

Nominations: Self- or other- nominated. Nominees will be eligible for two years from initial nomination.
UNIVERSITY COMMISSION ON WOMEN

TO SUBMIT A NOMINATION
for the
FY13 Distinguished Service to Women Award for Staff

1. Complete the attached Nomination Form

2. Letter of Nomination: The letter of nomination should inform the Selection Committee why the nominee should receive the Distinguished Service to Women Award. Address the following in detail. Specific examples are encouraged.
   - In what capacity and how long have you known the nominee?
   - How has the nominee impacted and/or transformed the environment for women through her/his actions? (this could include improving the climate for women around them; positively supporting, promoting, and advocating for women)
   - Describe how the nominee has demonstrated leadership?
   - How long has the nominee been involved in women’s issues?
   - Any other relevant information you would like to include?

3. Include a copy of Nominee’s Resume

4. Letters of Recommendation: No more than two (2) one-page letters of recommendation may be included in the nomination packet. Address the following in detail. Specific examples are encouraged.
   - In what capacity and how long have you known the nominee?
   - How has the nominee impacted and/or transformed the environment for women through her/his actions? (this could include improving the climate for women around them; positively supporting, promoting, and advocating for women)
   - Describe how the nominee has demonstrated leadership?
   - How long has the nominee been involved in women’s issues?
   - Any other relevant information you would like to include?

APPLICATION TIMELINE:
Application opening: November 16, 2012
Application deadline: February 4, 2013

SUBMISSION PROCESS:
Please submit complete applications in pdf. format to Rebecca Szwarc, Commission on Women Co-Secretary (rszwarc@central.uh.edu) by 5 pm on February 1, 2013. **Late submissions will not be considered.** For questions, call Kimberly Frayne (713-743-8835) or Rebecca Szwarc (713-743-6030).

AWARD NOTIFICATION:
Awards will be presented at the Spring 2013 Staff Appreciation event. Awardee(s) will be contacted in advance to confirm for attendance.
FY13 Distinguished Service to Women Award - STAFF

Nomination Form

Staff Person Being Nominated:

Name of Nominee: ____________________________________________________________

Title/Position: ______________________________________________________________

Unit/Department/College: _____________________________________________________

Phone: _______________________________ Email: _________________________________

Person Submitting Nomination:

Name of Nominator: ___________________________________________________________

Title/Position: ______________________________________________________________

Unit/Department/College: _____________________________________________________

Phone: _______________________________ Email: _________________________________