



**College of Liberal Arts Superior Service (CLASS) Award
Nomination Form**

Nominee Information

Name of Nominee: _____ Title: _____

Dept/Unit: _____ Mail Stop: _____

Telephone: _____ Email: _____

Years of service in position: _____ Years of service in unit: _____ Years of service in college: _____

Has nominee won a CLASS/college staff award in the past? _____ (If yes, then what year: _____)

Nominating Individual

Nominator: _____ Title: _____

Association with nominee that prompts this nomination (i.e., supervisor, co-worker, etc.):

Email: _____ Telephone: _____ Mail Stop: _____

Signature of Nominator: _____ Date: _____

Department Head or Supervisor Endorsing Nomination

I certify that the nominee does not have any current or pending disciplinary actions.

Name: _____ Title: _____

Signature: _____ Date: _____

Nomination Checklist:

- ___ Nomination Form Completed with All Required Signatures
- ___ One-page Summary of Current Job Duties or Job Description
- ___ One Letter of Nomination (two-page maximum)
- ___ Up to Two, One-page Letters of Endorsement (optional)

Submit Nomination in Sealed Envelope To:

Cheryl L. Hanks, Assistant Dean
College of Liberal Arts - Office of the Dean
301 Coke, 4223 TAMU