Chancellor’s Citation Nomination Process Overview

You are invited to help the University of Tennessee Knoxville recognize deserving students, faculty, staff, alumni, or friends of the campus by nominating persons of extraordinary accomplishment for awards. Truly extraordinary service or accomplishment is the standard of selection for Chancellor’s Citations and there is no limit on the number of persons who may be honored. Note: Undergraduate students nominated for the various citation categories should have senior standing.

Nomination Process
To nominate an individual or organization for an award category, please submit the following:

- Completed nomination form
- Nomination letter
- Nominee’s resume (faculty, staff, student nominations)
- Detailed description of the individual or organization’s accomplishments (if not detailed within letter of nomination)
- Anything specific to the award listing below

Chancellor’s Citation Award Categories

Extraordinary Academic Achievement

This award is given to undergraduate students for academic achievement. Persons wishing to nominate students for this award should submit a nomination packet to the academic dean of the college in which the student is enrolled by February 22, 2016. To be considered for this award, the packet must be reviewed and approved by the appropriate academic dean. The academic college must forward all approved nominations to Beth Gladden (bgladden@utk.edu) by March 7, 2016.

*Extraordinary Campus Leadership and Service

This award is given to graduate and undergraduate students for contributions to the university community through leadership and service. Persons wishing to nominate students for this award should submit a nomination packet to the Office of the Dean of Students by February 26, 2016 for review by a selection committee composed of students and professional staff. For more information, please contact Dr. Danny Glassman, Associate Dean of Students, at dglass@utk.edu.

*Extraordinary Community Service

This award is given to faculty, staff, student organizations, and students. The recipient of this award exemplifies extraordinary community service to the UT community and beyond. This individual goes out of his/her way to contribute through volunteering, community service projects, and other projects outside the realm of his/her regular duties. Persons wishing to nominate students or student organizations for this award should submit a nomination packet to the Office of the Dean of Students. For more information, please contact Dr. Danny Glassman, Associate Dean of Students, at dglass@utk.edu. Faculty and staff nominations should be submitted to Jonathan Ramsey (jramse17@utk.edu or 230 Conference Center Building). The deadline for submission is February 26, 2016. For questions regarding late submissions, please contact Jonathan Ramsey.

*Charles R. Burchett Extraordinary Contributions to Campus Life

This award is given to student organizations for outstanding or innovative contributions to the university community. Persons wishing to nominate organizations for this award should submit a nomination packet to the Office of the Dean of Students by February 26, 2016 for review by a selection committee composed of students and staff. For more information, please contact Dr. Danny Glassman, Associate Dean of Students, at dglass@utk.edu.
Extraordinary Customer Service

Recipients of the Citation for Extraordinary Customer Service are those who, through their actions, bring honor to the university. These are people who excel in their jobs and in their working relationships.

- **Eligibility.** All regular, full- and part-time UT staff members are eligible for the award. The nominee may be exempt or non-exempt and must have at least one year of service at the time of the nomination. Any staff member, faculty member, student, or friend of the university may submit nominations. Self-nominations will not be accepted. The most recent recipient of the award may not be considered for the award in the subsequent year.

- **Selection Criteria.** The award will be given to the staff member who best reflects honor upon the university through exemplary customer service. Customers are defined as students, parents, co-workers, faculty, staff, alumni, and the general public. Consideration will be given to the following: job performance, attitude, initiative, relationship with associates and other customers, and the ability to relate to the mission of the university.

- **Nomination Form.** Please include a written description that lists specific examples of qualifications that meet the criteria for nomination. The information is important in the selection process as decisions are based on the written information you provide. For more information and to nominate someone visit [http://hr.utk.edu/awards/citation/](http://hr.utk.edu/awards/citation/) and complete the online nomination form. Online nominations are automatically submitted. Nominations may also be submitted to Jonathan Ramsey (jramse17@utk.edu or 230 Conference Center Bldg.). The deadline for submission is February 26, 2016. For questions regarding late submissions, please contact Jonathan Ramsey.

Extraordinary Graduate Student Teaching

This is awarded to graduate students for extraordinary performance in teaching. Nominated students should be the instructor of record, not a graduate assistant. Persons wishing to nominate students for this award should submit a nomination packet, including the student’s teaching evaluation(s) and resume, along with a nominating statement to the associate dean of the Graduate School (111 Student Services Building) For more information, please contact Dr. Ernest Brothers, Associate Dean of the Graduate School, at ebrother@utk.edu.

Extraordinary Professional Promise

This award is given to undergraduate students for professional promise and to graduate students for professional promise in teaching, research, or other contributions. Persons wishing to nominate students for this award should submit a nomination packet to the academic dean of the college in which the student is enrolled by February 22, 2016. To be considered for this award, nominations must be reviewed and approved by the appropriate academic dean. The academic college must forward all approved nominations to Beth Gladden no later than March 7, 2016.

Extraordinary Service to the University

This award is given to faculty, staff, alumni, and friends. The recipient of this award is an outstanding individual. He/she goes above and beyond the call of duty to make lasting contributions to the university. Those wishing to nominate individuals for this award should submit a nomination packet to Jonathan Ramsey (jramse17@utk.edu or 230 Conference Center Building). The deadline for submission is February 26. For questions regarding late submissions, please contact Jonathan Ramsey.
2016 Chancellor’s Citation Nomination Form

Name of Nominee: (First, Middle, Last)

______________________________________________________________________________________________

UT Affiliation: ( ) Undergraduate Student ( ) Faculty ( ) Staff ( ) Alumnus (a) ( ) Graduate Student ( ) Friend ( ) Student Organization

College/Major (if applicable):

______________________________________________________________________________________________

Anticipated Date of Graduation: Term ______________________________ Year ______________________________

Local Address:

______________________________________________________________________________________________

Telephone Number: ______________________________ Cell phone: ______________________________

Student Hometown: _____________________________________________________________

Award Category: (If a person is to be nominated in more than one category, a separate nomination form must be used for each category.)

_____ For Extraordinary Academic Achievement (undergraduate students)
_____ For Extraordinary Professional Promise (undergraduate and graduate students)
_____ For Extraordinary Graduate Student Teaching (graduate students)
_____ For Extraordinary Campus Leadership and Service (undergraduate and graduate students)
_____ For Extraordinary Contributions to Campus Life (student organizations)
_____ For Extraordinary Community Service (faculty, staff, student organizations or students)
_____ For Extraordinary Service to the University (faculty, staff, alumni and friends)

Note: Undergraduate students nominated for the various citation categories should have senior standing (officially recognized to be in completion of 90 academic hours).

Nomination Process: To nominate an individual or organization for one of the awards, please complete a nomination form, a letter of nomination, nominee resume (faculty, staff, student nominations) and a detailed description of the individual or organization’s accomplishments (if not detailed within nominating statement) to ensure the nomination receives proper consideration.

Submitted by: Name/title ______________________________

Address __________________________________________________________________________________

Telephone __________________________________________________________________________________

• For questions please contact The Office of the Dean of Students at (865) 974-3179 (413 Student Services Building)
• Nomination information may be downloaded online at http://honorsbanquet.utk.edu/