

INDIVIDUAL NOMINATION FORM

KEYS TO EXCELLENCE AWARD

NOMINEE:

- **Name and Title:** _____

- **Telephone:** _____ **Fax:** _____

- **E-mail:** _____

- **Department/Mail Stop:** _____

- **Years of Service within Division of Finance
or within Department that joined the Division less than 2 years ago:** _____

- **Years of Service with Texas A&M University:** _____

- **Name and Title of Immediate Supervisor:** _____

- **Texas A&M Graduate** _____

Along with this form, please submit the following:

- **One-page Statement of Qualifications** stating the qualifications of the individual and a description of the activities and service that merit consideration by the review committee for this award. Please comment on all of the special characteristics that apply and any other contributions you may wish to address.

- **No more than three, one-page letters of endorsement** for the nominee. Individuals submitting recommendations should be familiar with the nominee’s contributions to Texas A&M University and indicate their association with the candidate.

CERTIFICATION:

The information contained in this material (including award eligibility and years of service) is accurate to the best of my knowledge.

Nominator/Contact Person, e-mail address and phone number

Date

Nominee’s Supervisor, e-mail address and phone number

Date

Nominations should be submitted confidentially to: Division of Finance “Keys to Excellence Awards,” Office of the Vice President and Chief Financial Officer, 8th floor, Rudder Tower, Mail Stop 1181, Attn: Ms. Tricia Bledsoe

Deadline for Nominations: Friday, February 6, 2009, 5:00 p.m.