**2012 Richard S. Howe Excellence Award**

**Nomination Form**

The ***Richard S. Howe Excellence in Service to Undergraduate Students Award*** is presented to faculty and staffmemberswho have shown exemplary commitment towards UTSA undergraduates, such as demonstrating a strong commitment to teaching and/or service to undergraduate students, serving as an advocate for undergraduate education, and engaging in activities to promote student access and success. An individual or team (comprised of up to 10 members) may be nominated for this award. A $2,000 award will be presented to the winning individual or divided among the winning team members. The winners will be recognized formally at the University Excellence Awards Ceremony on Tuesday, April 10, 2012.

**The nomination deadline is March 9, 2012.**

Examples of service we are seeking

* Exceptional customer service demonstrated to help students find solutions to daily challenges
* Developing new teaching materials for improving the delivery of a course for undergraduates
* Improving services that made a significant impact in the lives of students, in areas such as financial aid, athletics, admissions, counseling, advising and, housing
* Exceptional learning experience for students as a result of a faculty member’s teaching efforts
* Providing a quality learning experience for undergraduates through extra-curricular activities
* Outreach activities or programs that made a big difference in getting students to come to UTSA
* Conducting exceptional academic enrichment programs or services that helped students be more successful

**Individual Nominee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Supervisor’s name/phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Nomination Information:**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Supervisor’s name/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominator Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination forms with signature may be sent or delivered to the Office of the President, Main

Building 4th Floor, Main Campus or may be scanned and emailed to sonia.martinez@utsa.edu before

the deadline of March 9, 2012. Questions? Contact Sonia Martinez, Office of the President, 458-6887.

**Nomination Guidelines:** Nominees can be either current *UTSA staff or faculty* and must be in good standing. Previous honorees who received an award more than five (5) years ago can be nominated for a 2012 award. Note that a UTSA employee may be nominated in a given year for only one individual University Excellence Award, including the Howe Award. However, a UTSA employee may be nominated for an individual award and be part of a team award nomination in a given year*.*

Instructions: The questions below are required to be completed as part of the nomination process.

Describe how the nominee(s) demonstrated exemplary commitment towards serving undergraduate students. Please provide specifics. (250 Word Limit)

Describe how the nominee(s)’ efforts are in addition to his/her (their) daily work responsibilities in serving undergraduate students. (250 Word Limit)

Describe how the nominee(s)' effort made a significant impact in improving how UTSA serves undergraduate students. (250 Word Limit)