



This document provides an overview of the [Staff Nomination Form](#) questions, which must be completed to officially nominate staff members. For questions about these items, please contact excellence.awards@utsa.edu. Please note that all awards require nominee information to include full name, email address and supervisor information. This information can be found by hovering over the nominee's profile in Teams and clicking the organizational chart icon.

RICHARD S. HOWE AWARD

The Richard S. Howe Staff Excellence in Service to Undergraduate Students Award was established in 2002 through a gift to the university by Mrs. Walter W. McAllister Jr. and is named in honor of longtime engineering professor Richard S. Howe. This award is presented to **staff** who have shown exemplary commitment towards UTSA undergraduates. The recipients of this award must have demonstrated a strong commitment to teaching and/or service to undergraduate students, served as an advocate for undergraduate education and engaged in activities to promote student access and success.

NOMINATION QUESTIONS

1. How has this nominee demonstrated an exemplary commitment towards UTSA's undergraduate students and programs?
2. How has this nominee shown a level of effort beyond their daily roles and responsibilities in supporting and serving the undergraduate population of UTSA?
3. How has this nominee demonstrated significant impact in serving and being an advocate for UTSA's undergraduate students?
4. Other Items of Special Note
5. Please take a moment to summarize in 2-3 sentences why this person/team should be considered for this award. This information will be shared at the ceremony should the nominated employee or team be selected as an award recipient.