

UNIVERSITY of
HOUSTON
WOMEN AND GENDER RESOURCE CENTER

CALL FOR NOMINATIONS
for the
FY15 Women and Gender Resource Center
Distinguished Service to Women Award for Staff

Award Name: Distinguished Service to Women Award

Categories: Staff

Award: \$1,000 (pre-tax) per award plus certificate

Purpose: To recognize staff commitment and contribution in the advancement and support of women.

Criteria: The nominee is a champion for women including, but not limited to the following criteria:

- Demonstrates a commitment to gender equality and dedication to further the status of women.
- Engages in work that has positively affected the lives of women and has potential for creating real change.
- Exhibits active involvement in women's causes and/or organizations.
- Is a role model for women.
- Demonstrates commitment to an improved environment for women on campus through a range of activities which may include: organizing students, policy formation, goal setting, programs, or a history of mentoring and/or promoting women.
- Shows commitment to women's issues through volunteer work, elected position, advocacy, and/or other forms of leadership on or off campus.

Eligibility: Nominee must be a non-faculty, full-time employee, employed for at least one full year, at the University of Houston.

Nominations: Self- or other-nominated.

If an applicant was nominated in FY14 and was not selected for the award, his/her application is automatically considered for this year's award. If this applicant wishes to update his/her FY14 application then he/she can submit the new materials with a message requesting that the new materials be added to his/her FY14 application.

WOMEN AND GENDER RESOURCE CENTER

TO SUBMIT AN APPLICATION for the *FY15 WGRC Distinguished Service to Women Award for Staff*

Please include the following items in order and submit all materials in **one file** (pdf).

- 1. Complete the Nomination Form on the next page**
- 2. Letter of Nomination:** The letter of nomination should inform the WGRC Awards Review Committee why the nominee should receive the Distinguished Service to Women Award. Address the following in detail. Specific examples are encouraged.
 - In what capacity and how long have you known the nominee?
 - How has the nominee impacted and/or transformed the environment for women through her/his actions? (this could include improving the climate for women around them; positively supporting, promoting, and advocating for women)
 - Describe how the nominee has demonstrated leadership?
 - How long has the nominee been involved in women's issues?
 - Any other relevant information you would like to include?
- 3. Include a copy of Nominee's Resume**
- 4. Letters of Recommendation:** No more than two (2) one-page letters of recommendation may be included in the nomination packet. Address the following in detail. Specific examples are encouraged.
 - In what capacity and how long have you known the nominee?
 - How has the nominee impacted and/or transformed the environment for women through her/his actions? (this could include improving the climate for women around them; positively supporting, promoting, and advocating for women)
 - Describe how the nominee has demonstrated leadership?
 - How long has the nominee been involved in women's issues?
 - Any other relevant information you would like to include?

APPLICATION TIMELINE:

Application opening: February 9, 2015

Application deadline: March 5, 2015

SUBMISSION PROCESS:

Please submit complete applications in pdf format to WGRC Program Coordinator Malkia Hutchinson (mzhutchinson@uh.edu) by 5 p.m. on March 5, 2015. Late submissions will not be considered. For questions, email Malkia Hutchinson.

SELECTION PROCESS:

A selection committee comprised of UH faculty and staff will review applications and select awardees within each award category. If no nominee fully meets the requirements, the award will not be presented.

AWARD NOTIFICATION:

Winners will be contacted by email. Awards will be presented at the Spring 2015 staff awards event.

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FY15 Women and Gender Resource Center
Distinguished Service to Women Award for Staff

Nomination Form

Person Being Nominated:

Name of Nominee: _____

Title/Position: _____

Unit/Department/College: _____

Phone: _____ Email: _____

Person Submitting Nomination:

Name of Nominator: _____

Title/Position: _____

Unit/Department/College: _____

Phone: _____ E-mail: _____