

Memo To: All Faculty

From: Phyllis Shafer, Faculty Development Committee

Regarding: Recognition of Faculty

Date: Current year

The Faculty Recognition Committee is entering the thirteenth year of gift giving to recognize and reward any faculty member for a job "Well Done."

This is your opportunity to recognize your colleagues for putting in that extra effort. How many of us have published materials, provided a lecture to the community, developed an innovative approach to a course or simply put in a tremendous effort for a committee? Most of the time it seems that this extra effort is expected and then taken for granted. The purpose of the Faculty Recognition Committee is to do something that will show our colleagues that their performance is both recognized and appreciated.

The Faculty Recognition Committee has been provided with funds to thank faculty members for putting in that extra effort. The awards will be in the form of various gift items, gift certificates, breakfast, lunch, T-shirts, etc. The object is to say "Thanks."

If you feel that someone deserves a thank you, for any reason, please complete the nomination form. On the rear of this sheet is the mail-in nomination form for your convenience. (The form may be copied as often as necessary.)

If you have any questions, comments, or thoughts in respect to this memo, please feel free to contact me at the extension 2018.

**DO IT NOW - MAKE SOMEONE FEEL GOOD
AND
YOU'LL FEEL GOOD TOO!**

FACULTY RECOGNITION FORM

Mail-in Only

Date: _____

Person Nominated: _____

Division: _____ Ext.: _____

Desk Location: (Please give a room number if possible.) _____

Reason for this nomination: (Please be specific)

Recommended reward: (Optional)

Recommended by: _____

Do you want your name or the team's name noted on the "Thank you" card? Yes ? No ?

Team Name: _____

Your Name: _____

For use by the Recognition Committee

Approved () Not Approved ()

Reason for not approving: _____

Reward: Type: _____

Where Obtained: _____

Cost: _____

Date Sent: _____

Misc. Info: _____