

Lehigh Tradition of Excellence Award Nomination Form

To qualify for the Lehigh Tradition of Excellence Award, an individual or team should demonstrate outstanding behaviors or produce exceptional results, either within a single department or across the University, in any of the following categories – Character, Job Performance, or Team Focused Contribution .

Please check each criterion that describes the nominee. Use the next page to explain details and cite examples supporting your nomination.

You have three options for submitting this form:

#1 - Type directly on this form, save the file, and e-mail as attachment to chairperson

#2 - Type directly on this form, print it, and send via Campus Mail to chairperson

#3 - Print this form, handwrite the required fields, and send via Campus Mail to chairperson

Nominator's E-Mail

Nominee's Full Name

Nominator's Name

Nominee's Department

Nominator's Daytime Phone

Character (mark all that apply)

- Create a positive, supportive, and inclusive place for employees and students to work and learn.
- Demonstrate exemplary leadership and role modeling by providing a sense of purpose, vision, and mission to achieve goals.
- Invest time and interest in coaching and mentoring to positively influence others and build consensus around organizational values and objectives.
- Actively participate in Lehigh community service.
- Other (explain in narrative)

Job Performance (mark all that apply)

- Provide quality customer service, both in front and behind the scenes. "Go the extra mile" to provide service to internal and external customers with timely and appropriate follow-up and responsiveness and demonstrated improvement of customer service and satisfaction.
- Get results by identifying, creating, and implementing innovative solutions to improve the way work is done, making it easier, more efficient, and/or less costly.
- Contribute to the success of others by sharing expertise and knowledge.
- Other (explain in narrative)

Team Focused Contribution (mark all that apply)

- Serve on a department or University team or committee and contribute to its success.
- Work on a special project with successful outcome.
- Participate in broad efforts outside realm of assigned job duties to improve the University community.
- Other (explain in narrative)

Please detail how your nominee meets the above criteria. Include additional information you feel is pertinent. Specific examples will assist the committee in their decision. You may type directly on this form.

I prefer to have a member of the committee contact me so that I can further explain my nomination

You have three options for submitting this form:

- #1 - Type directly on this form, save the file, and e-mail as attachment to chairperson
- #2 - Type directly on this form, print it, and send via Campus Mail to chairperson
- #3 - Print this form, handwrite the required fields, and send via Campus Mail to chairperson

Mary Jo McNulty
Tradition of Excellence Award Committee

Via E-Mail: inexcellence@lehigh.edu

-or-

Via Campus Mail: Human Resources, 428 Brodhead Avenue