



## Nomination Instructions

1. Decide who or which unit or department you would like to see receive recognition for superior contributions in 2005
2. Complete the appropriate nomination category cover page
3. Prepare your nomination in writing.
4. Add any additional letters of recommendation
5. **Submit your completed nomination (placing appropriate nomination cover page on top) to UAA Human Resource Services, Administration Building, ADM-120 no later than Tuesday, March 7<sup>th</sup> at 5:00 P.M., or by fax to (907) 786-4727.**

*Thanks!*