



# Nomination Form for FPDC Awards

## General Information for both the Merit Award and the Vargo Award

1. While it is not required, it is recommended that the nominators inform the nominees of their intention to submit a nomination
2. The nomination form will be forwarded to the appropriate subcommittee chair soon after the filing deadline. The subcommittee chair will subsequently notify the nominee of the receipt of the nomination to confirm the nominee's willingness to proceed with the nomination review.
3. If the nominee chooses to proceed, the subcommittee chair will ask the nominee to provide additional supporting material, such as a current vita.
4. The nominations and supporting material will be reviewed by the evaluating committee according to the criteria that is available on the FPDC website.
5. Completed documentation must be received on or before noon in the Faculty Professional Development Center on the listed deadline. If the listed date is a weekend or holiday, the deadline will be extended to the next business day.

### Section 1 : Nominee Information:

Nomination for: \_\_\_\_\_ Title, Rank: \_\_\_\_\_

Phone: \_\_\_\_\_ University E-Mail: \_\_\_\_\_ Department: \_\_\_\_\_

Check one of the following: Full-Time-Temporary \_\_\_\_ Tenure Track: \_\_\_\_ Tenured \_\_\_\_

For Vargo Award ONLY: Signature of Nominee: \_\_\_\_\_

### Section 2 : Nominator Information: (Initial this space if this is a self-nomination: \_\_\_\_\_)

Nomination submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

University E-Mail: \_\_\_\_\_

The nominator is a (check only one): Administrator/Staff: \_\_\_\_ \*Faculty Member: \_\_\_\_ Student: \_\_\_\_

\*If the nominator is a Faculty Member, complete the following:

Department: \_\_\_\_\_ Rank: \_\_\_\_\_

Check one of the following: Full-Time-Temporary \_\_\_\_ Tenure Track: \_\_\_\_ Tenured \_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3 : Award Nomination Being Submitted

<p>_____ Merit Award                      Deadline: Noon on February 15</p> <p>Nominations may be submitted by any California University of Pennsylvania employee or student. A nominator may nominate no more than one faculty member for each subcommittee.</p>	<p>_____ Vargo Award                      Deadline: Noon on November 1</p> <p>Nominations may be submitted by California University of Pennsylvania tenured faculty only. Nominees for the Vargo Award must have served California University of Pennsylvania for a minimum of ten years. A nominator may nominate only one faculty member for an award per year.</p>
<p>Select the appropriate subcommittee. (FPDC Subcommittee definitions are available at the FPDC website.)</p> <p>Grants &amp; Contracts ____ Research ____ Service &amp; Service-Learning ____ Teaching &amp; Learning ____ Technology ____</p> <p>Note: The Teaching and Learning Subcommittee requires three additional endorsements from California University of Pennsylvania employees or students (#1-3 below).</p>	<p>For Vargo Award, attach to this form:</p> <ol style="list-style-type: none"> <li>1. Current vita for the nominee</li> <li>2. Written statement (limited to three double-spaced pages) from the nominator regarding the nominee's qualifications for the award.</li> <li>3. Letter of Recommendation from the dean.</li> <li>4. Four additional endorsements from members of the University community, one which must be the nominee's dean (#1-4 below)</li> </ol>

### Section 4 : Endorsements Required for the Teaching and Learning Merit Award or the Vargo Award

Endorser #1  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Endorser #2  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Endorser #3  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Endorser #4 Nominee's Dean (Vargo Award Only)  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_