



UH Mānoa Commission on Diversity Faculty and Staff Diversity Enhancement Awards Nomination Form

Deadline for Nomination Form – March 16, 2012

Deadline for Nomination Packet – April 20, 2012

I wish to nominate the following:

Nominee's Name

Job Title

College/Dept/Office

Campus Address

Telephone

E-mail Address

Number of years at UHM _____ Number of years in current dept/office _____

Nominator's Name

Job Title

College/Dept/Office

Campus Address

Telephone

E-mail Address

My working relationship to the nominee is: (check one)

Supervisor _____

University Colleague _____

Other _____



UH Mānoa Commission on Diversity Faculty and Staff Diversity Enhancement Awards Nomination Form

2012 Nomination Information

Completed Nomination Forms must be received by March 16, 2012.
Completed Nomination Packets must be received by April 20, 2012.

The Mānoa Commission on Diversity is pleased to announce the third annual Faculty and Staff Diversity Enhancement Awards. This annual awards program recognizes faculty and staff that have demonstrated a significant commitment to enhancing diversity at the University of Hawai`i Mānoa campus – above and beyond her/his current assigned responsibilities.

Eligibility

Award nominees can be faculty or staff that has implemented policies, procedures, and/or programs to enhance diversity on the basis of color, race, creed, religion, sexual orientation, or social background.

Criteria

The nominated faculty or staff member must have demonstrated a significant commitment to enhancing diversity through one or more of the following:

- Accomplishments, leadership, and service in support of diversity enhancement that have made an impact of the university community
- Achievement in creating a supportive environment that honors and supports diversity and has made an impact on the university community
- Achievement in recruiting and retaining diverse groups to faculty, staff and administrative positions and its impact on the university community
- Achievement in recruiting, retaining, and graduating diverse groups of students and its impact on the university community

Nomination Process

The nomination process includes two steps:

Step One: Nominator submit the attached nomination form by March 16, 2012

Step Two: Nominated faculty or staff submit a completed nomination packet by April 20, 2012

Nomination packets should describe creative models, strategies, or best practices and why it should be considered a best practice. Please specify sustained and recent contributions; and evidence of impact. Documentation of data and success rates should also be included.

The nomination packet, may not exceed twelve pages, and must demonstrate the nominee's significant commitment to enhancing diversity through one of the criteria identified above. The nomination packet must include the following:

- The nominating letter or recommendation citing evidence of specific accomplishments and services of the nominee (3 pages maximum)
 - A statement from the nominee regarding the importance of, and efforts, evidence and accomplishments toward enhancing diversity in the university community
 - No more than 3 letters of support that represent the diverse group of consumers/colleagues who have personal knowledge of and who have benefitted from the nominee's services.
 - Other supporting material such as curriculum vitae (no more than 3 pages), newspaper articles, evidence of effort impact, etc to support the nomination (6 pages maximum).
-



UH Mānoa Commission on Diversity Faculty and Staff Diversity Enhancement Awards Nomination Form

Award

Each recipients will receive a \$1,000.00 honorarium.

FOR MORE INFORMATION

Visit the website at www.hawaii.edu/diversity/dei

Contact: Kay Fukuda at 956-0702 or kfukuda@hawaii.edu

NOMINATION FORM DEADLINE IS MARCH 16, 2012
COMPLETED NOMINATION PACKETS MUST BE RECEIVED
BY NOMINATED FACULTY OR STAFF BY APRIL 20, 2012

SUBMIT FIVE HARD COPIES OR ONE ELECTRONIC COPY OF YOUR NOMINATION MATERIAL TO:

Faculty Diversity Enhancement Award Committee
c/o COD SEED
2600 Campus Road, QLC 413
Honolulu, HI 96822

ELECTRONIC SUBMISSION OPTION.

Nominated faculty and/or staff may submit their entire packet electronically as an attachment to seed@hawaii.edu. Designate "Faculty and Staff Diversity Enhancement Award" in the Subject Line of email. The attachment must be either a Microsoft Word document or a .pdf file. Electronic file submission is optional.
