

## **Nomination Information:**

Please submit a letter of nomination, no longer than three pages in length, which includes the following information:

- The nominee's full name, department, and college (self-nominations will be accepted);
- Why the nominee is deserving of the award in light of the specific award criteria; and
- The name(s) and contact information of the nominator(s)
- An individual faculty may be nominated for more than one award, but a distinct letter is required for each award nomination.
- Submit letters of nomination via email to Tina Tsan at [ttsan2@usfca.edu](mailto:ttsan2@usfca.edu), with **Provost Faculty and Staff Awards Nomination** in the subject line.
- All nominations must be received by **5 p.m. on Monday, March 15, 2021**, unless noted otherwise.

For the Sarlo Prize, the Ignatian Service Award, and the Community Engaged Learning Faculty Award, a selection committee made up of the academic deans will review all nominations and submit its recommendations to the President.

For the Mentor of the Year Award and the Educational Effectiveness Award, a selection committee made up of the members of the Provost's Council will review all nominations and submit its recommendations to the President.

If you have any questions please contact Tina Tsan, Assistant to the Provost, at [ttsan2@usfca.edu](mailto:ttsan2@usfca.edu) or at 415.422.6136.