



# VCU Human Resources

## 2024-2025 Dorris Douglas Budd Award

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Thank you for nominating a VCU/VCU Health staff member for The Dorris Douglas Budd Award. The Dorris Douglas Budd Award is named for a staff member who worked in the office of the Vice President of Administration from 1951 to 1981. It honors a VCU or VCU Health administrative office support staff member who demonstrates exemplary performance and enhances the image and mission of VCU and VCU Health. Please note that this award is reserved for members of the classified staff (job titles in pay bands 1-4) and academic and university professionals (typical eligible job titles include Assistant and Coordinator titles) classifications. Any VCU or VCU Health staff or faculty member may nominate a staff members who meets the specific criteria for this award.

All award decisions will be based on information submitted by you, the nominator. You will be required to answer some questions about the nominee that are specific to the award. These forms of support can include outstanding comments or other testimonials from the nominee's co-workers, supervisor, manager, or individual students or faculty members in support of your nomination.

The Dorris Douglas Budd Award Committee will review nominations and determine the winner. Please complete all fields. Incomplete nominations and those without two letters of recommendation will not be considered. Deadline for nomination submission is March 7, 2025. If you experience issues with this form or have additional questions please contact VCU Recognition and Awards ([rewdrec@vcu.edu](mailto:rewdrec@vcu.edu)).

Who may be nominated for these awards?

Any full-time University and Academic Professional, classified employee of VCU, or staff member of the VCU Health System may be nominated subject to specific criteria for each award. Please note that this award is reserved for members of the classified staff (job titles in pay bands 1-4) and academic and

university professionals (typical eligible job titles include Assistant and Coordinator titles) classifications. Any VCU or VCU Health staff or faculty member may nominate a staff member who meets the specific criteria for this award. University faculty are not eligible, and are recognized separately through the President's Distinguished Faculty Awards (<https://www.president.vcu.edu/nominations/index.html>). An employee who was nominated in a previous year, but was not chosen as the award winner, may be nominated again. However, a new nomination form and new supporting documentation must be submitted.

Who can make the nomination for these awards?

Any employee of VCU or VCU Health who has a thorough knowledge of the candidate's strengths and accomplishments, however, individuals may not nominate themselves. It is not appropriate to nominate a family member, spouse, or partner. It is also not appropriate for a direct report to nominate their supervisor. In these cases, it is recommended to suggest that a colleague, team member, or other VCU employee write the nomination instead.

- **Prepare the text of your nomination in advance.**

All award decisions will be based on information submitted by you, the nominator. You will be required to answer some questions about the nominee that are specific to each award category. It is recommended that you type the responses to the questions in a word document, then copy and paste. If you need assistance with the online form, please email VCU Recognition and Awards (<mailto:rewdrec@vcu.edu>).

- **Get Support.**

Nominations should include this nomination form and a maximum of two supporting submissions from others. These can include, but are not limited to: a letter of support, a quick video, an email, a pdf, or completion of the optional generic testimonial form, received from others based on the award criteria. The supporting submission or letter can include outstanding comments or other testimonials from the nominee's coworkers, supervisor, manager, or individual students or faculty members in support of your nomination. Recommended length is a minimum of one page and a maximum of two pages single sided 12point font.

- **Deadline for nominations.**

Nominations must be submitted online by March 7, 2025. Incomplete nominations (those with less than 2 recommendations or testimonials) or late nominations will not be considered.

- All nominees and nominators will be invited to attend the Service Recognition Celebration and the winners will be announced there. The Service Recognition Dorris Douglas Budd Award Celebration will take place on Wednesday, April 16, 2025. Details will be sent to nominees and nominators closer to the event.

- Nominator Contact Information \*

First Name  Last Name

- Nominator Phone Number\*
- VCU or VCU Health Email Address\*

- Nominator's division, department, office or unit \*

- Nominator's current job title \*

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- Nominee Contact Information \*

First Name  Last Name

- Nominee Phone Number\*
- VCU or VCU Health Email Address\*

- Nominee's division, department, office or unit \*

- Nominee's current job title \*

- Name of nominee's immediate supervisor\*

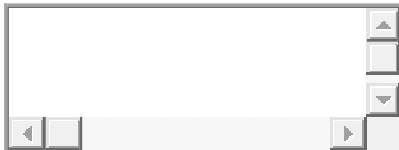
- Nominee's employer\* (VCU or VCU Health)

- **All of the following criteria must apply in order to move forward with the nomination process.**

- Please certify to the best of your knowledge the nominee is\*

- in good standing
- a salaried VCU or VCU Health Staff Member
- not faculty

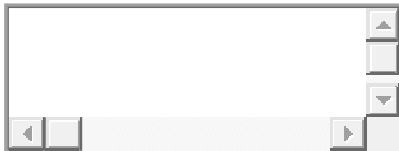
- How does your nominee demonstrate exemplary performance that enhances the image and mission of VCU or VCU Health community? \*



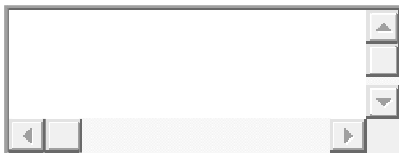
- How has your nominee gone above and beyond to show their ability to evaluate and solve problems within their position? \*



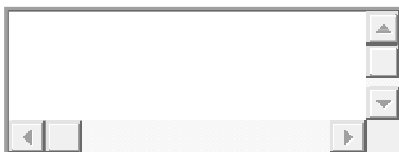
- How has your nominee gone above and beyond expectations enhancing the internal and/or external customer experience? \*



- How has your nominee demonstrated professional growth? \*



- Please provide additional comments about the nominee that are not covered in the previous questions. (optional)



- Two forms of support are required. These can include, but are not limited to, letter of support, testimonial, email, video, or pdf. These forms of support can include outstanding comments or other testimonials from the nominee's co-workers, supervisor, manager, or individual students or faculty members in support of your nomination. Recommended length is a minimum of one page and a maximum of two pages single sided 12 point font. \*

**Browse Files (Here you will upload two supporting documents – only two can be uploaded)**

Drag and drop files here

Thank you for completing your nomination packet. Would you like this nomination information shared with the nominee after the award ceremony, if they request it?\*

- Yes, please share the packet with my nominee
- No, I would prefer the materials to remain confidential.
- Thank you for the offer! We will share the materials with our nominee instead.

**SUBMIT – must select the green Submit button for nomination to go through.**