



VCU Human Resources

2024 - 2025 President's Awards for Professional and Administrative Distinction

Thank you for nominating a VCU/VCU Health staff member for one of the President's Awards for Professional and Administrative Distinction. These awards recognize outstanding performance, achievement, and service excellence. Please note that these awards are reserved for members of the Classified Staff and Academic and University Professionals employee classifications. Any VCU or VCU Health staff or faculty member may nominate a staff members who meets the specific criteria for each of the awards.

The VCU President's Award for Professional and Administrative Distinction Committee will review nominations and determine all winners. 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 (rewordrec@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. 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 each response into the nomination form. If you need assistance with the online form, please email VCU Recognition and Awards (<mailto:rewordrec@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 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's Phone Number***

- **VCU or VCU Health Email Address***

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

- Nominator's current job title *

- Nominee Contact Information *

 First Name Last Name

- Nominee's 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

Select the award category*

President's Award of Excellence

President's Outstanding Achievement Award

The Danny Woodward President's Service Excellence Award

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President's Award of Excellence

- The President's Award of Excellence is the highest honor that can be bestowed upon an employee and it recognizes one exceptional person for their contributions to VCU or VCU Health, throughout their career. This award recognizes an employee who exhibits leadership, uses innovative, creative, and/or problem-solving approaches to their responsibilities, embraces change, values diversity, and has given extraordinary service and support to enhancing VCU's mission and reputation.
- How does your nominee demonstrate leadership and provide guidance in interacting with the VCU or VCU Health community?*

- How has your nominee contributed - above and beyond - to departmental advancements using their creativity and/or analytical skills to solve problems and overcome challenges?*

- How has your nominee gone above and beyond expectations embracing change and giving extraordinary service and support to enhance VCU's mission and reputation?*

- 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 testaments 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

Drag and drop files here – **Here you will add your two forms of support**

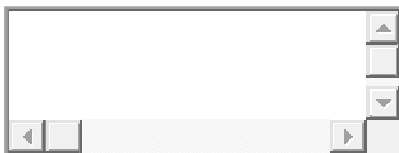
Thank you for completing your nomination packet. Would you like this nomination information shared with the nominee after the award ceremony? Please provide you answer below.*

- 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.

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President's Outstanding Achievement Award

- The President's Outstanding Achievement Award recognizes individuals who have exceeded their peers in accomplishing exceptional achievements, leadership and contributions that have resulted in significant benefits to the university or health system within the realm of the employees' jobs.
- How does your nominee demonstrate accomplishing exceptional achievements that have resulted in significant benefits to the university or health system within the realm of the employees' job?*



- How has your nominee contributed - above and beyond - to using their creativity and/or analytical skills to prove significant contributions to VCU?*

- How has your nominee shown outstanding achievement? *

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

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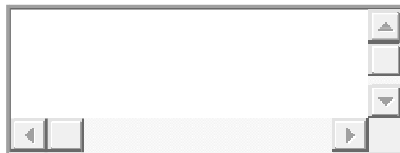
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The Danny Woodward President's Service Excellence Award

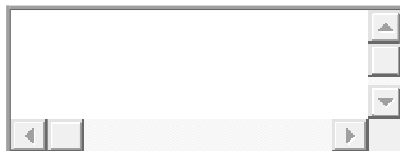
- The Danny Woodward President's Service Excellence Award recognizes an individual who exceeds expectations by demonstrating outstanding service to students, patients, colleagues, and other customers of VCU and VCU Health, displaying a positive attitude even under the most difficult circumstances. They build strong relationships and resolve concerns in a positive and sensitive manner.

This award is named in memory of Danny Woodward, former executive director of executive communications, who died of brain cancer in 2021. Danny embodied the spirit of this award, always positive in his work with faculty, staff and students across the university and health system to advance the institution and its people. Danny was especially committed to supporting the professional development of staff and building an equitable and inclusive environment for everyone.

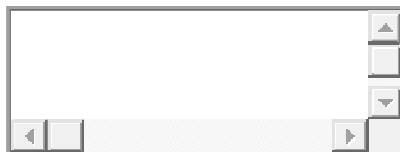
- How does your nominee demonstrate outstanding service throughout the VCU community?*

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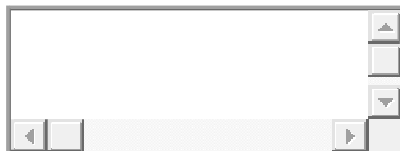
- How has your nominee displayed a positive attitude, even when circumstances were difficult?*

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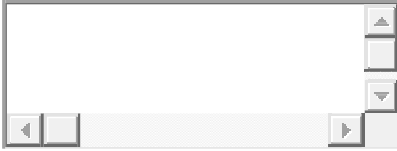
- How has your nominee contributed - above and beyond - to building relationships and resolving concerns in a positive and sensitive manner?*

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

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



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