



To: UNLV Campus Community
From: Office of Faculty Affairs
RE: **Call for Nominations – 2021 UNLV Top Tier Award**

The Office of Faculty Affairs is pleased to announce the opening of the nomination period for the 2021 Top Tier Award. This award honors employees for outstanding contributions to UNLV and its mission to be a top tier university. While everyone associated with UNLV works toward fulfilling our mission, the efforts of some present an outstanding example of commitment. The Top Tier Award recognizes such dedicated members of our campus community.

An award of \$1,000 will be presented to two employees who best reflect our accomplishments in the five Top Tier core areas:

- Student Achievement
- Community Partnerships
- Research Scholarship and Creative Activity
- Academic Health Center
- Infrastructure and Shared Governance

Additional information about the Top Tier plan, including detailed metrics and measures, can be found at <https://www.unlv.edu/toptier/plan>.

I. ELIGIBILITY

- A. Nominees must be full-time academic faculty, administrative faculty, or classified staff members of UNLV who have completed at least one year of service at the University and have a satisfactory evaluation for the most recent academic year. Board members, regents, vice provosts/presidents, college/school deans, department chairs/academic directors, contract employees, students, and volunteers are not eligible.
- B. Previous winners of this award are eligible for re-nomination after five (5) years.

II. SUBMISSION DETAILS

- A. **Due Date/Time:** Nominations must be submitted by **Friday, February 26, 2021, at 5:00PM (PST)**. Late submissions will not be considered.
- B. **Electronic Form:** Nominations must be submitted through the electronic submission form at https://unlv.co1.qualtrics.com/jfe/form/SV_3px6fbHS7sD7MEd. All required materials must be combined into a single PDF file for upload into the online form.
- C. **File Name:** The nomination packet submitted through the online form must use the following file name convention: **LastName_FirstName_TopTierAward.pdf** (e.g., Doe_Jane_TopTierAward.pdf).

III. REQUIRED MATERIALS

Nomination packets must include the following elements:

- A. A **cover sheet** with the nominee's full name, job title, department/unit, college/school, and email address
- B. A **table of contents** that lists items C through F below
- C. A **letter of nomination** (two pages maximum) from a campus leader involved with the Top Tier Initiative that describes how the nominee has contributed to one of the Initiative's five core areas
- D. A **letter of support** (two pages maximum) from someone in the nominee's organization that describes how the nominee models the Top Tier spirit in that unit
- E. A **narrative statement** (three pages maximum) from the nominee describing data/metrics/outcomes, projects/programs, and/or personal experiences that demonstrate how the nominee has supported the Top Tier Initiative (the statement should be specific and reference the Top Tier plan found at https://www.unlv.edu/sites/default/files/page_files/3/Top-Tier-Strategic-Plan-8.24.2020.pdf)
- F. A copy of the nominee's **curriculum vitae or resume**

Note: No additional letters of support submitted beyond the required materials will be considered by the committee.

IV. CRITERIA CONSIDERED BY SELECTION COMMITTEE

The selection committee will look for evidence of the following:

- A. Support of at least one of the five focal areas identified in the Top Tier plan
- B. Contribution to the advancement of UNLV through personal commitment of time and energy
- C. Perception of the nominee by others as a leader who models the values of the University

The nominees and award winners will be notified of the decision via email by March 31, 2021. The award recipients will be recognized at the Academic Achievement Awards Virtual Ceremony on April 20, 2021.

For any questions about the application process for this award, please contact facultyaffairs@unlv.edu.

Previous Winners UNLV Top Tier Award

2020	2019	2018
Jenna Heath, College of Liberal Arts	Allen Gibbs, Life Sciences Stacey Tovino, Law	Kwang Kim, Mechanical Engineering Jefferson Kinney, Psychology Alisha Kerlin, Barrick Museum of Art