



NORTH
CAROLINA
CENTRAL
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CHANCELLOR'S AWARDS FREQUENTLY ASKED QUESTIONS

1. How are award recipients selected?

Awards are determined by committees convened by the Chancellor's Office. The committees and boards make recommendations to the chancellor, who has the final decision.

2. Can an individual employee or department be nominated in more than one category?

Yes, however, a nomination form for each recommendation is required. There are no restrictions that prevent an individual employee or department from being nominated in more than one category.

3. If other employees in the department want to nominate the same department member, is it possible to indicate such, and complete only one nomination form?

To afford your nominee the best possible presentation with decision makers, it is best if all members of the department submit a nomination form.

4. Will I be required to write a narrative about the person I want to nominate, or is it sufficient to complete and submit only the nomination form?

By taking time to create written highlights and details, you afford your nominee the best possible presentation with decision makers. Your written thoughts and comments will represent your nominee well throughout the process.

5. Are we allowed to nominate more than one employee or department?

Yes. Employees may submit as many nominations in the awards categories as desired.

6. Are we allowed to self-nominate for the awards?

Yes. Employees may self-nominate for any or all awards they are deemed qualified or eligible.

7. To verify the receipt of a nomination, or ask questions regarding the awards process, who is the point-of-contact?

*You may contact **Keesha Brooks** in the Department of Human Resources - HR Benefits and Services Unit at (919) 530-6253 or kbrook31@ncu.edu.*