



Human Resources & Payroll  
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
 Phone: 703-993-2600; Fax: 703-993-2601

**SWELL Award Nomination Form**

**Information**

Nominee's Name \_\_\_\_\_

G# \_\_\_\_\_ Department \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Department Head's Signature \_\_\_\_\_

Has this employee received any monetary or non-monetary awards this fiscal year?

Yes      No      If so, what was the amount/value?

**Criteria**

- Nominee must be a faculty or staff supervisor who has been at Mason for at least one year. They must be nominated by the staff they oversee
- Must utilize flexible work and other University policies, programs, and opportunities to creatively manage individual team member's needs to contribute to their well-being
- Demonstrates an understanding of various work-life University policies and initiatives by utilizing them and encouraging use by employees
- Uses positive management practices and humanizes the work environment by treating all employees with dignity, respect and integrity
- Promotes volunteerism and community service

Please indicate which, if any, of the Mason values the nominee has demonstrated:

- |  |  |
|--|--|
| <input type="checkbox"/> Our students come first                       | <input type="checkbox"/> We are careful stewards |
| <input type="checkbox"/> Diversity is our strength                     | <input type="checkbox"/> We act with integrity   |
| <input type="checkbox"/> Innovation is tradition                       | <input type="checkbox"/> We thrive together      |
| <input type="checkbox"/> We honor freedom of thought<br>and expression |  |

**Description**

Please attach a brief citation of approximately 65-70 words describing the achievements of the nominee and how he/she meets the criteria. If you selected a value above, be sure to briefly explain why.

In writing the citation copy, please compose it to be read aloud easily at the ceremony. Keep in mind that the award will be displayed on the recipient's wall—ask yourself how you think the recipient would want to be remembered for his/her accomplishments.

In addition, please consider including several letters of support which describe how the nominee meets the criteria.

**Send the completed form, attached citation and letters to:**

**Reward & Recognition Office, HR & Payroll, MSN 3C3**