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| Employee Name: |       |
| Department: |       |

This form should be used by UUP employees to self-nominate for a discretionary salary award, and by chairs, department heads, directors, associate vice presidents, deans and vice presidents to nominate their employees and to **forward self-nominations with their recommendations**. Please refer to the [2025 UUP Discretionary Award Schedule](https://hr.buffalostate.edu/sites/hr/files/documents/2025%20UUP%20Discretionary%20Award%20Schedule.pdf) for deadlines to submit through the various recommendation levels.

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| 1. Nomination submitted by: (check one)
 | [ ]  Employee (self-nomination)[ ]  Chair/Department Head/Director/Associate VP | [ ]  Dean[ ]  Provost/Vice President |

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| 1. Nomination for a discretionary salary award is based on exemplary performance in: (check all that apply)
 |
|  | [ ]  teaching[ ]  scholarship or creative activity[ ]  campus and community service | [ ]  professional performance [ ]  other (specify in justification below) |

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| 1. Justification: Please use the space below to provide a brief summary of accomplishments over the award period that support this award nomination. **Please limit any attachments (optional) to one page*.***
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| **Signatures** |  |
| If this form is routed by email, please use subject line: Last Name, First Name\_UUP Discretionary Self-Nomination  |
|      Employee |      Date |  |  |
|      Chair / Dept Head / Director / Associate VP |      Date | [ ]  recommend  | [ ]  unable to recommend |
|      Dean  |      Date | [ ]  recommend  | [ ]  unable to recommend |
|      Provost/Vice President |      Date | [ ]  recommend  | [ ]  unable to recommend |

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