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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 |

Rev 9/22/2025