

## **COLLEGE OF ARTS AND HUMANITIES 2017 STUDENT SERVICE AWARD**

The College of Arts and Humanities appreciates the value of its Graduate and Undergraduate Student employees and through the annual Service Award recognizes those students who have consistently demonstrated excellence in service to their department and to the College.

**AWARD** Two awards of \$1,000 (one for a Graduate student and one for an Undergraduate student) will be presented at the College Convocation in September. In addition to the monetary award, the recipients will receive a personal engraved keepsake.

**ELIGIBILITY** The nominee must be employed by a College department as of April 1<sup>st</sup>, 2017 and have worked for the College for a minimum of one academic year. A nominee cannot be a previous award recipient.

**NOMINATION** To nominate a person for either of the student awards, send a letter of support to the Dean's Office that includes a thorough, but concise, description of the nominee's contributions. Criteria to consider include demonstrated commitment to the department and the College; exceptional work ethic; outstanding performance; and initiative and service above and beyond those of the job description. In addition to the nominating letter, a second, separate letter of support from anyone within ARHU who has first hand knowledge of the nominee's contributions must also be sent to the Dean's Office.

**DEADLINE** Monday, May 8, 2017

**SELECTION PROCESS** The College will convene a review committee consisting of the 2016 honorees from all of the various service award categories, and chaired by Assistant Dean Julie Wright to review the nominees and recommend a recipient in each category to the Dean.

Nomination and support letters should be sent to:  
Service Award Review Committee  
College of Arts and Humanities  
1102 Francis Scott Key Hall  
Campus Zip 7311

Letters may also be sent electronically to [jwright@umd.edu](mailto:jwright@umd.edu)

**DEADLINE FOR NOMINATIONS IS MONDAY, MAY 8, 2017**