

**DISTINGUISHED SERVICE AWARD
NOMINATION FORM**

YSU ACE Bargaining Unit Members ONLY
Full Time (FT) or Part Time (PT) _____

Each year the University recognizes the contributions of members of the Youngstown State University Association of Classified Employees staff with Distinguished Service Awards. *(Please note that this form is for YSU ACE bargaining unit members ONLY.)* Nominations may be submitted by YSU faculty, staff, students, alumni, and/or the community.

Criteria for Award:

- Must be in Good Standing in the YSU-ACE Bargaining Unit
- Must exhibit outstanding performance of their job duties and/or public/community service
- Must not have received the award within the last three (3) years
- Must have Satisfactory/Meets Requirements or better overall rating on the last two Performance Evaluations
- Must not have any disciplinary actions in their personnel file in the last two (2) years

Submit Nominations To: Linda Moore
Office of Human Resources, Tod Hall Room 312

Nomination Deadline: 5:00 P.M. January 31
(or the Friday before if this lands on a weekend)

The following individual is nominated for the Distinguished Service Award:

NAME: _____ TITLE: _____

DEPARTMENT: _____ DATE OF APPOINTMENT at YSU (if known): _____

JUSTIFICATION FOR NOMINATION

If additional space is needed, so state and add page.

Please type or print:

NAME OF NOMINATOR: _____ PHONE: _____

MAILING ADDRESS: _____

YSU AFFILIATION: _____ FACULTY _____ STAFF _____ STUDENT _____ ALUMNI _____ COMMUNITY

SIGNATURE: _____

DATE: _____