2022 Supervisor of the Year (SOTY) Nomination Process

Eligibility

- Must be a current, direct supervisor of an on-campus or off-campus student employee(s).
- Nominations may be submitted by a student employee or a colleague who is knowledgeable of their supervisory skills.

Submitting Your Nomination

All submissions must contain the following two documents to be considered a complete nomination:

1. A one-page letter considering the following:
   - How the nominee has gone above and beyond the standard supervisory expectations
   - The quality of the nominee's work and work style
   - The nominee's leadership skills, initiative, and motivation
   - The impact the nominee has had on your department, campus, and/or community
   - The qualities of the nominee that set them apart from other supervisors

2. Supervisors will submit a cover page (example attached) with the following information:
   - Nominator name
   - Nominator email address
   - Supervisor name
   - Supervisor email
   - Supervisor job title
   - Department where supervisor’s position is held

Nominations will be accepted from January 3rd to February 11th.

To give your supervisor the best chance to be selected, make the nomination letter as comprehensive as possible. However, be mindful that nominations should not exceed 1 page in length.

Nomination Guidelines

- Nominations are limited to one submission per nominator.
- Nominations should not exceed 1 page in length.
- Only one nomination letter per nominee will be accepted and submitted to the Judging Committee.
- The Judging Committee can only select finalists based on the information provided. Please try to provide examples and evidence that specifically demonstrate the qualities on which supervisors are evaluated.

The Nomination Process

Once the nomination has been submitted, the following will occur:

1) A judging committee will review and score nominations
2) Nominations scores will be compared
3) The highest scoring nomination will be submitted as the winner

The information you provide may be shared with the public through press releases and other promotional opportunities.
SOTY Nomination Cover Page

Nominator Name: ________________________________________________

Nominator email address: _________________________________________

Supervisor Name: _______________________________________________

Supervisor Email: _______________________________________________

Supervisor Job Title: _____________________________________________

Department where position is held:

_____________________________________________________________