

## Chancellor's Award for Classified Service

### Instructions for Nominators:

1. Your nomination form must be completely filled out and include a narrative of 500 words or less in support of your nominee.
2. You must complete the Additional Reference Form providing Human Resources with the names of two additional references whom you have asked to provide letters of recommendation in support of your nominee.
  - a. These letters will not be submitted to SUNY System Administration in the nomination portfolio but will assist the Employee Awards Committee to determine the most qualified nominee to move forward.
3. All nomination material (nomination form, narrative from nominator and two letters of recommendation) must be submitted to Nicole Bacon-Ward in Human Resources by Monday, February 3, 2025.