**SETU Recognition of Service Excellence Award: A Pilot Scheme ​**

**WORD TEMPLATE 2024**

TEMPLATE ONLY for the short statement and peer testimonials – Cut and paste into the online form here you are done [here](https://forms.office.com/e/9Nak6K3d1R)

**Short Statement:** Please state why you believe this nominee (individual/team as appropriate) merits a university staff recognition award.  No more than 1000 words. Nominations require a short statement regarding the reasons for the nomination, and examples of how the nominee (s) meets some or all of the criteria set out under this scheme.

Identify the individual/team’s achievements and contribution, and why it is outstanding;

* Describe the impact of this individual/team’s achievements and contribution relative to the criteria for the selected award (use examples where relevant).
* Describe the overall impact of the individual/team’s achievements and contribution to the strategic goals of the University in accordance with the criteria set.

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| Max 1000 words: |

**Peer Testimonial- Proposer 1**: (max 500 words) *In addressing the category criteria please provide in your testimonial a reflective and evidence-based account of the practice shown by the nominee(s), based around carefully selected examples where possible.*

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| Max 500 words: |

**Peer Testimonial - Proposer 2:** (max 500 words) *In addressing the category criteria please provide in your testimonial a reflective and evidence-based account of the practice shown by the nominee(s), based around carefully selected examples where possible.  (can be inserted by the primary sponsor, but must be written by 2nd proposer)*

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| Max 500 words: |