Holladay Medal for Excellence
Nominee One-page Summary Guidelines for Board of Trustees Notebook

Please adhere to the following guidelines:

- Top and bottom margins: 1 inch
  Left and right margins: 1 inch
- Left Justified
- Heading:
  Font: Arial, 10 point, **Bold**
- Body:
  Font: Arial, 10 point
- Line spacing: 1.15

Summary Description

A one-page description of the nominee's commitment to career excellence and outstanding achievement in teaching, research, or extension and engagement, including awards and honors. Since this summary will be included in the **Board of Trustees' Review Packet**, please make sure it is written in a concise, readable and well thought out manner.