

## **O. Max Gardner Award Submission Worksheet**

### **Nominator Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Campus Box \_\_\_\_\_

*Please note that you will be required to certify that both the nominee's dean as well as their department head are aware of the nomination.*

### **Nominee Information**

First & Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Nominee's Preferred Professional Title \_\_\_\_\_

Nominee's Email Address \_\_\_\_\_

Years at NC State \_\_\_\_\_ Rank \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Campus Box \_\_\_\_\_ NC State 9-Digit Employee ID#: \_\_\_\_\_

Nominee's Preferred Phone Number \_\_\_\_\_

### **Administrative Information**

Dean Name & Email Address \_\_\_\_\_

Dean's Executive Assistant Name & Email Address \_\_\_\_\_

Department Head Name & Email Address \_\_\_\_\_

The required nomination package materials are listed on the website.

<https://provost.ncsu.edu/ofe/awards-and-honors/o-max-gardner-award/>

- Convert each document to a pdf file and submit the pdf files via online submission form.
- Naming convention: last name \_award name \_academic year \_document name.  
Example: File Name: Smith\_OMAX\_25-26\_CV
- Do not convert all files into single PDF file. Each part of the nomination package must be uploaded as an individual pdf file.

**Submit the above information along with one set of PDF files per nomination package here:**

<https://go.ncsu.edu/omax.nomination.submission>.

Submit your question to the Internal Faculty Awards Coordinator, Sherry Bailey at

[sbbailey@ncsu.edu](mailto:sbbailey@ncsu.edu).