

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 into a **separate PDF file** and upload the PDF files through the submission form in the Faculty Excellence Portal.
- File naming convention: last name_ award name_ academic year_ document name.
Example: File Name: Smith_OMAX_26-27_CV
- **Do not combine the documents into a single PDF.** Each component of the nomination package must be uploaded as a **separate PDF file**.

Submit the above information along with one set of PDF files per nomination package in the Faculty Excellence Portal (<https://facultyportal.ncsu.edu/>)

Submit your question to the Internal Faculty Awards Coordinator, Sherry Bailey at sbbailey@ncsu.edu.