

## J. Tillman Hall Service to USC - Staff Award

### Staff Award Overview

*This award acknowledges special service by a retired USC staff member to any USC unit or school. Nominees must have made outstanding volunteer contributions toward enhancing the overall quality of university life for students, faculty, staff, alumni or other members of the USC community, and have contributed to the positive collegial spirit of the Trojan Family.*

### Criteria for this award:

1. Nominee must be a retired USC staff member who has worked at USC for a minimum of five years.
2. Retired USC staff nominee should have made a significant contribution or contributions that improve, create, or provide support to any USC school or unit.
3. Nomination must include two or more recommendation letters that offer substantial reasons for the nomination.
4. Nominations can be made by anyone in the USC community, (USC faculty, staff, retirees, alumni).

**Deadline to submit nominations:  
Monday, February 16, 2009**

Nominations are collected by the USC Emeriti Center. The Selection Committee consists of a representative from: Staff Retirement Association (SRA) Board, Retired Faculty Association (RFA) Board, Academic Senate, Staff Assembly, Center for Work and Family Life (CWFL), and members of the USC Emeriti Center Executive Committee.

### How to Submit a Nomination:

Complete the nomination form, including two letters of recommendation. Submit the nomination form and supporting materials to:

Regular Mail:  
**J. Tillman Hall Staff Award  
USC Emeriti Center  
3715 McClintock Ave., GER 220  
Los Angeles, CA 90089-0191**

Campus Mail:  
**J. Tillman Hall Staff Award  
USC Emeriti Center, GER 220  
MC: 0191**

Nominations received after the deadline will be considered for the following year. Nominations may be considered for up to two consecutive years.

Nominations will be reviewed by the Selection Committee, which will submit a short list of nominees to the Senior Vice President Administration, Todd Dickey, for final selection. Any questions regarding the award may be directed to [emeriti@usc.edu](mailto:emeriti@usc.edu) or (213) 740-8921.

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Each nomination must include two letters of recommendation.

Award Nominee:

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

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

Title & Former USC Department \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Nominator:

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

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

Title \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Please print this nomination form, attach letters of support, and submit to:

Regular Mail:

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USC Emeriti Center  
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Los Angeles, CA 90089-0191**

Campus address:

**J. Tillman Hall Staff Award  
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Deadline to submit nomination and letters of support is Monday, February 16, 2009

Online at: [www.usc.edu/emericenter/awards/Tillman](http://www.usc.edu/emericenter/awards/Tillman)

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