**NOMINATION FOR A RECOGNITION AWARD**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of nominee:** | | | | | | **P No:** | | | | | | | | |
| **Faculty/Directorate:** | | | | | | **Dept:** | | | | | | | | |
| **Job title:** | | | | | |  | | | | | | | | |
| **Grade:** | | | | | |  | | | | | | | | |
| **Account** | | | | **Cost centre** | | | | **Activity** | | | | | | |
|  |  | **1** | **0** |  |  |  |  |  |  |  |  |  |  |  |

A Recognition Award of £200 (before tax and NI) can be made to individuals or teams to recognise one-off significant contributions at any time of the year. The nomination form should be completed by the Head of Department and passed to the PVC/Dean or Directorate for final approval. If approved, the completed form should be sent to the HR Directorate for action.

**For completion by Head of Department**Please complete the section below, giving brief details of the significant contribution by an individual or team you wish to recognise.

**1. Contextual information:**

*(Please provide brief information that will help the PVC/Dean or Director to understand the employee’s role)*

**2. Examples of significant contribution:**

*(Please provide c. 100-200 words to describe what the employee(s) did and what impact this had on the Department.)*

Name of Head of Department Date ……………….

Signature ……………………...........................................................

**For completion by PVC/Dean or Director**

Approved / Not approved

PVC/Dean or Director name: ………………………………………..

Signature ………………………………………………………………

*NB. A Recognition Award should be accompanied by meaningful local recognition of the individual’s achievement, such as a letter of thanks from the Head of Department.*

**Please return completed forms to the HR Employee Services Team, being mindful of payroll deadline dates:** [**hrteam-employeeservices@brookes.ac.uk**](mailto:hrteam-employeeservices@brookes.ac.uk)