

Nomination Deadline: February 15, 2014

INTRODUCTION

Thank you for your interest in nominating a candidate for a Tepper School of Business Alumni Award. This is an important vehicle for recognizing and honoring the invaluable contributions made to the Tepper School community by our outstanding alumni.

Before accessing the Nomination Form, please read through the award categories and criteria to help in selecting the appropriate category for your nominee. Additionally, please collect the following materials to submit with your nomination form:

Nominee's vitae, resume, bio OR LinkedIn profile
At least two letters of support (typed), preferably from different constituencies

Complete the form <u>online</u>, or download the PDF version, or send it in by mail. Learn more about how to get started with the Nomination Form on the <u>Tepper Alumni website</u>.

QUESTIONS?

If you have any questions, feel free to contact the Tepper School of Business Office of Alumni Relations. Email Tepper-Alumni@andrew.cmu.edu or call 412-268-6227 for assistance.



DEADLINES, SELECTION & CANDIDATE STATUS

All nominations must be received by the Alumni Relations office on or before the following deadline: **Saturday, February 15, 2014**.

Alumni Award Honorees are selected each year by members of the Tepper School Alumni Association Board Awards Committee.

Selected Award Honorees are informed of their nominations and selections by the President of the Tepper School Alumni Association Board, and their acceptance of the awards is then confirmed. Nominees must agree to attend the official award ceremony to receive the award.

Once all Award Honorees are confirmed, nominators are informed of their candidates' status.

LETTERS OF SUPPORT

- 1. All nominations must include at least two letters of support. However, you may supply up to six letters in order to illustrate the depth and breadth of the individual's impact and contributions.
- 2. For achievement category awards, letters of support should come from experts in the nominee's field and should speak to the nominee's contributions and impact to their field.
- 3. For service category awards, letters of support should come from alumni, staff and/or faculty who have worked with the volunteer and can speak to the nominee's contributions and impact at the Tepper School. If the nominee has served the school or university in multiple roles, please describe all aspects of his/her service.
- 4. Letters of support must be received by **Saturday**, **February 15**, **2014**.

ELIGIBILITY

- 1. All living, degreed alumni of the Tepper School of Business at Carnegie Mellon University are eligible for consideration. This includes undergraduate, graduate and PhD alumni of the Tepper School (GSIA).
- 2. Only alumni, faculty and staff of the Tepper School of Business may nominate other alumni for awards.
- 3. Nominations will remain active for three award selection cycles. If a candidate is not selected, nominators will have the opportunity to add supplemental and/or updated information to the individual's nomination packet before the next deadline.
- 4. Current, active members of the <u>Tepper School Alumni Association Board</u>, the <u>Tepper Business Board of Advisors</u> and the <u>Carnegie Mellon University Board of Trustees</u> are ineligible to be nominated for and/or receive a Tepper School Alumni Award during their term on their boards. However, emeritus or retired board members may be nominated for a Tepper School Alumni Award.
- 5. Financial contributions are specifically excluded from consideration for the alumni awards, although volunteer service soliciting contributions or service on the boards of Tepper School or Carnegie Mellon fundraising organizations is considered.

ALUMNI AWARD DESCRIPTIONS

Tepper Alumni Achievement Award

The Alumni Achievement Award recognizes the nominee's accomplishments and leadership in his or her profession, which brings honor to the Tepper School of Business upholding the highest values and traditions of the school.

Tepper Alumni Service Award

This award recognizes volunteer service to the Tepper School community or its alumni organizations, including active participation in alumni or university affairs; faithful and continued effort in maintaining class, chapter, interest group or other alumni organizations or assistance in expanding the influence and prestige of the Tepper School and Carnegie Mellon University. Breadth, length and impact of volunteer service to the school will be considered.

Tepper Recent Alumni Award for Achievement or Service

The Recent Alumni Award is intended to recognize either professional accomplishment and/or service to the Tepper School community by those who have graduated within the last 10 years.

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