

## **J. Tillman Hall Staff Award for Service to USC 2017**

*This award acknowledges special service by a retired USC staff member to any academic or administrative unit at USC following their retirement. Nominees must have made outstanding voluntary contributions toward enhancing the overall quality of university life for students, faculty, staff, alumni, retirees, 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 significant contributions to the creation, improvement, or enhancement of any academic program, department, school, or administrative unit following retirement.
3. A letter of nomination is required, and it should be accompanied by two or more letters of endorsement that offer additional insights or evidence of the contributions.
4. Nominations can be made by anyone in the USC community, including active and retired USC faculty and staff, and USC alumni.

### **Deadline to submit nominations: Friday, February 24, 2017**

The **J. Tillman Hall Staff Award for Service to USC** is presented every year at the Annual Staff Retirement Recognition Luncheon in March.

Nominations are collected by the USC Emeriti Center. The Selection Committee consists of representatives from the Staff Retirement Association (SRA) Board, Retired Faculty Association (RFA) Board, the Staff Assembly, and the USC Emeriti Center leadership.

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

Submit the nomination form and letters to:

#### Regular Mail:

**J. Tillman Hall Staff Award  
USC Emeriti Center  
835 W. 34<sup>th</sup> Street, URC 103  
Los Angeles, CA 90089-0751**

#### Campus Mail:

**J. Tillman Hall Staff Award  
USC Emeriti Center, URC 103  
MC: 0751  
FAX: 213-740-7120**

## J. Tillman Hall Staff Award for Service to USC 2017

Award Nominee:

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

Pre-Retirement Title: \_\_\_\_\_

Former USC Department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator:

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please attach a letter of nomination and two additional letters of endorsement.**

Endorsement by: Name \_\_\_\_\_ Phone \_\_\_\_\_

Endorsement by: Name \_\_\_\_\_ Phone \_\_\_\_\_

Submit nominations to:

Regular Mail:

**J. Tillman Hall Staff Award  
USC Emeriti Center  
835 W 34<sup>th</sup> Street, URC 103  
Los Angeles, CA 90089-0751**

Campus address:

**J. Tillman Hall Staff Award  
USC Emeriti Center  
URC 103, MC: 0751, UPC  
FAX: 213-740-7120**

**Deadline to submit all nomination letters is Friday, February 24, 2017.**

Any questions regarding the award may be directed to Janette Brown at [jcbrown@usc.edu](mailto:jcbrown@usc.edu) or (213) 740-7121.