

Annual Merit Program Nomination Form



Nominee's Name:		Job No:	
College/Directorate:		Department:	
Title :		Basic Salary:	

Justification for Nomination to the Merit Award:

Please list any special achievements for the nominee during this academic year such as carrying out important project or task, with performance level exceeding, achieving significant contribution or cost saving, and/or enhancing the image of the University, including things you view as have been beyond the normal job duties or required unusual amount of effort.

Recommended Merit Value (in percent)

Dean/Director's Signature & Date

Recommendation by VPCAO:

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VPCAO's Signature & Date

For HR Use Only:

Merit Value (suggested by HR if the above value does not fit within the Budget): _____

Comments:

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VPCFO's Signature & Date

President's Signature & Date