

# COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

## Self/Peer Nomination Form for

### CPCE Outstanding Service Performance/Achievement Awards 2016/17

#### Guidelines for completion of this form

1. Nominations may be made by all full-time academic and non-academic staff, including self-nomination.
2. The nomination should be accompanied by a written rationale in English/ Chinese (of not more than one page of A4 size paper).
3. The completed nomination form and written rationale should be submitted to your Head of Unit / Office<sup>^</sup> for endorsement on or before 19 May 2017. Nominations endorsed by your Head of Unit / Office will then be passed to the Secretary of the College Learning and Teaching Committee for further action.

<sup>^</sup> In case of cross-unit nomination, the completed nomination form and written rationale should be submitted to the Head of Unit / Office of the Nominee concerned for endorsement.

#### Part I Particulars of Nominee

| Name | Unit / Office | Post |
|------|---------------|------|
|      |               |      |

Signature for acceptance as a nominee: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part II Particulars of Proposer and Seconder

##### Proposer

| Name | Unit / Office | Post |
|------|---------------|------|
|      |               |      |

Signature of proposer: \_\_\_\_\_ Date: \_\_\_\_\_

##### Seconder

| Name | Unit / Office | Post |
|------|---------------|------|
|      |               |      |

Signature of seconder: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part III Endorsement by Head of Unit / Office

Signature of Head of Unit / Office: \_\_\_\_\_ Date: \_\_\_\_\_