The University of Tennessee at Chattanooga

Special Commendation for Distinguished Service

(Exempt and Non-exempt Staff)

This form is to be used for recognition of service to the University of a particularly distinguished nature. The number of staff members eligible to receive such recognition is at the Chancellor's discretion and may vary from year to year. Supervisors recommending their staff members for such recognition should specify clearly the extraordinary achievement accomplished by the nominee, as compared to persons of similar positions and qualifications. A copy of the most recent Staff Performance and Development Review should be attached for submission with this form, along with any appropriate supporting documents, to the next level of administrative review.

At such times when funding is available for merit bonuses or salary increases, this commendation will be reviewed by the Chancellor or his designee as justification for appropriate monetary award in recognition of the staff member's extraordinary service.

| Employee's Name: | Review Period: | | |
|------------------|----------------------------|------|----|
| | | From | То |
| Department: | Position Title: _ | | |
| Date of Hire: | Years in Current Position: | | |

Description of exceptional accomplishments during this review period (additional documents to be attached):

| Supervisor's Name | | Date: | | | |
|-------------------------------|-------------------------|----------------|--------------------|----------|--|
| Administrative Review | | | | | |
| Reviewed by: | Administrator's Name | Review Date | Concur (Yes/No) | Comments | |
| Dean/Director | | | | | |
| Asst/Assoc Vice Chancellor | | | | | |
| Vice Chancellor | | | | | |
| Review Panel Chair | | | | | |
| Chancellor | | | | | |

SPDR Distinguished Service Form REV 11/1/2001