

**Division of Academic Success and Student Affairs**  
**Yearly Award Nomination Form – *Unsung Hero Award***  
Award Year: December 2023 – November 2024

**Purpose:** This award recognizes a "behind-the-scenes" individual who consistently and effectively performs their duties in a manner that enhances the work environment for others. They go above and beyond their job responsibilities to support the mission of their department and the Division, yet they seem to never openly seek recognition or credit.

**Qualifications:** Nominee must have a minimum of six months of service with KSU as a full-time employee in DASSA by the nomination deadline and must not have received the award in the previous three years.

**Name of Nominee:** \_\_\_\_\_

**Within 200 words, please describe how the nominee has met the purpose of the award as listed above and why they deserve to receive it.**

**Nominators Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Nominations must be submitted no later than **December 6<sup>th</sup>, 2024 at 12:00 PM.**  
Please submit completed nominations via email to [imatulewicz@ksu.edu](mailto:imatulewicz@ksu.edu) with the title of the award in the subject line of the email.