



## Nomination Form/Cover Sheet The Earl B. Higgins Award 2012

The Earl B. Higgins Award is presented annually to students, faculty, staff, and employees of MUSC who made a significant and positive contribution to diversity on the campus in **three** of the following five areas (**check the appropriate award categories**):

- Student/employee recruitment, retention, enrichment and/or relations
- Improvement/enhancement of diversity through excellence in service to patients, families, and visitors
- Advancements in areas of diversity, including race relations, gender issues, disabled, aging, and international constituencies
- Recognizes and takes initiative to act upon potential opportunities to significantly affect/influence the organization/work environment around diversity
- Promotes improvements in the understanding of the benefits of diversity within MUSC and the community

*Nominees contributing in more than three areas are given greater consideration.*

### Nominee:

Name \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Department \_\_\_\_\_  
E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

### Nominator (must be MUSC employee or student):

Name \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Department \_\_\_\_\_  
E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

### Check list:

1. Nomination form/cover sheet
2. Nomination letter (narrative) prepared on 8 ½ X 11 paper to clearly describe the contributions made by the nominee in three of the five categories noted above.
3. Two endorsement letters prepared on 8 ½ X 11 paper attached to the nomination letter

Once completed, please send this form and all supporting documentation, together electronically to [burnham@musc.edu](mailto:burnham@musc.edu) by **Noon, Friday, February 3, 2012**. If an electronic version of the packet cannot be emailed please mail or deliver the complete packet to:

Willette S. Burnham, PhD  
Executive Director, Student Programs and Student Diversity

**Harper Student Wellness Center, SW 213  
MSC 974, Charleston, SC 29425  
FAX 843-792-0433**