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| Dolores J. Brown Staff Award  Nomination Form |
| **Name of Nominee:** |
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| **Nominee’s Department:** |
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| **Nominee’s Role/Title:** |
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| **Please describe your reasons for nominating this individual. Provide specific examples of how the nominee meets the following criteria:**   * Has a record of outstanding service to his or her position, to the School, and to his or her colleagues; * Has demonstrated respect for the School and its mission; * Helps create a welcoming, friendly and inclusive environment. |
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| **Nominator (Your) Name:** |
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| **Nominator (Your) Title:** |
|  |
| **Nominator (Your) Phone:** |
|  |
| **Nominator (Your) Email:** |
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**This completed form can be e-mailed to**[**Andrea\_Moreira@hms.harvard.edu**](mailto:Andrea_Moreira@hms.harvard.edu) **or mailed to Dolores J. Brown Award, Office of Human Resources, Gordon Hall, Rm 312A. Nominations are due Friday March 4th 2016 by 5 p.m. Nominees must be overtime-eligible (hourly) staff receiving a Harvard paycheck and working directly for HMS or HSDM. These individuals can be in administrative, research, or educational support roles.**