

Nominate a Colleague for an Outstanding Business Affairs Performance Award

Business Affairs will recognize individuals or teams for outstanding performance at our annual gathering on Friday, December 18, 2026.

The deadline to nominate a colleague or group of colleagues is Tuesday, December 1, 2026.

The Business Affairs Division takes pride in utilizing our unique talents and skills to support the needs of our students, staff, faculty and visitors. We strive to be the best-run University in the country by providing a safe, welcoming and vibrant campus where everyone is valued and connected. Our Rewards and Recognition Program gives Business Affairs' employees a chance to nominate co-workers for recognition at the annual division-wide gathering.

The award for **Outstanding Business Affairs Performance** recognizes **five different employees or teams** who have excelled in the performance of their duties, furthered our mission and vision, and inspired excellence in others. Their performance throughout the year has consistently reflected the values of our division:

- Stewardship
- Creativity
- Relationships
- Well-Being
- Ownership
- Recognition
- Teamwork

Nominators and nominees may be anyone in the Business Affairs Division, which includes:

- Business Affairs Office
- Campus Operations (Campus Business Services, Catering, Design & Construction, Dining & Retail Services, Mail Services, One Card Office, Print Shop, SpiderShop, Sustainability, University Facilities, and Events & Support Services)
- Controller's Office (Accounting, Accounts Payable, Bursar's Office, Grants Accounting, Internal Audit, Payroll, Procurement & Strategic Sourcing)
- Human Resources
- Office of Financial Planning & Budget
- Public Safety (Police, Emergency Management, Environmental Health and Safety, Parking & Transportation)
- Spider Management

Visit the Recipients page for a list of past Business Affairs Awards recipients.

The names of all nominees and nominators will be entered into a prize drawing.
Employees may submit their nominations using the printable form below. Forms can be returned to urhr@richmond.edu. Online submissions are strongly preferred.

Your name and contact information (nominator):

Full Name	Department	Richmond Email

Name of person(s) or team(s) you are nominating. If nominating a team, please list every individual's name.

Full Name(s)	Business Affairs Department

Why does this person or team deserve recognition for Outstanding Business Affairs Performance? Please provide specific examples of how they have excelled in the performance of their duties, have furthered the mission and vision of Business Affairs, inspired excellence in others, and/or exemplified the Business Affairs Values. You may attach additional pages if necessary: