

To: Dr. J. Thomas Dukes

From: [Department Chair]

Subject: Prestigious Award

[NAME] from [DEPARTMENT] has been awarded [AWARD] (notification attached). Although this award is not listed as one of the prestigious awards from the Lombardi Center as referenced in the AAUP contract, I am requesting that [NAME] receive a stipend for this award.

RATIONALE – why this award qualifies

Signature Department Chair

Approved: Signature Dean

Approved: Signature Provost

Amount of award: Assigned by Provost

DRAFT