Loretta O’Reilly Hawkins Nomination Checklist

To ensure the individual nominated can be properly considered for this award, please complete each item listed below.

Nominee has been a full-time staff member for at least five years as of the month of the award.

Nominee is in good standing with the university (confirmed by awards committee).

Nominee has exemplified the qualities and characteristics of Loretta O’Reilly Hawkins as a member of the University community by demonstrating integrity, productivity, and devotion to SMU and family.

Nominee is a parent of one or more children, and is their primary support.

Complete online application form. Link provided in email.

Letter describing how nominee exemplifies the legacy of Loretta O’Reilly Hawkins (submitted via email to SMUSA@smu.edu).