



Submit a Professional Accomplishment

Business Affairs will recognize individuals or teams who have achieved a professional accomplishment, received an award, or earned a degree this past year at the Annual Business Affairs Gathering on Friday, December 18, 2026.

**The deadline to submit an accomplishment is
Tuesday, December 1, 2026.**

Employees may submit accomplishments 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 wishing to recognize and their department and accomplishment:

Full Name(s)	Department	Accomplishment