

**Illinois State University  
Distinguished Service Award  
Administrative Professional Employee Nomination Form**

Name of Nominee: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_

Nominee's Job Title: \_\_\_\_\_

Submitted By \_\_\_\_\_ Date: \_\_\_\_\_

**Nominations are not valid unless signed.**

Please print name of Submitter \_\_\_\_\_

Relationship to Nominee: Co-worker\_\_ Supervisor\_\_ Relative\_\_  
Other\_\_\_\_\_

**Instructions:**

- For full consideration, complete this form and submit a written nomination detailing the criteria below, including three letters of support which outline a detailed account of the staff member's contributions to Rachel Calhoun, Chair of the A/P Council Awards committee, Campus Box 8000 Illinois State University Alumni Center, by **December 15, 2009**.
- Nominees will be judged on three criteria which are defined in categories, listed in the order of importance: Work Contributions, Personal Contributions, and Professional Contributions. Individuals may be nominated for uncommon achievement in one or two categories, but will normally excel in all three areas
- Please submit three additional letters of endorsement with this completed form. Letters of endorsement may be requested from individuals inside or outside of the University at the discretion of the nominators.

**CRITERIA CATEGORIES:**

- **Work Contributions**  
Exemplary job performance and accomplishments in area of responsibility including innovative and creative thinking and performance, decisive actions, willingness to share knowledge about the University, etc.
- **Personal Contributions**  
Human relations and communications which may consist of successful student contact (if such opportunities exist), successful employee relations (both with supervisors and those supervised), successful relations with other University employees and the general public, community involvement, and service.
- **Professional Contributions**  
Contributions made to professional field, level of program, or professional activities; University service outside area of direct job assignment; state regional, or national recognition of work.