

ANNUAL COLLEGE of AGRICULTURE and AAES OUTLYING UNITS AWARDS

Employee of the Year



Directions to Nominator: Complete this form and solicit a letter of support for the nominee from a peer or faculty member. Submit the completed set of materials to the Dean's Office c/o Awards Committee by the deadline. Late or incomplete awards packets will not be considered.

NOMINEE'S NAME: POSITION:

DEPARTMENT: YEARS OF SERVICE AT AU:

Use the space below to **summarize** the unique characteristics that distinguish the nominee for Administrative/Professional or University Staff Award. Attach one (1) additional page if necessary. **EMPHASIZE ACTIVITIES FOR THE CURRENT YEAR.** Nomination letters should be used to expand on the merits of the nominee in each of the categories listed below.

1. Describe the nominee's regular assigned duties and include examples of outstanding contributions:

2. Briefly discuss the nominees commitment to professionalism and excellent service:

3. Tell about the nominee's interactions with other university personnel and the community:

4. Tell the committee why the nominee should receive an Employee of the Year award. Describe how the employee has gone "beyond the call of duty."

Nominator Signature: _____ Email:

Supervisor's Signature: _____ Email:

Department Head's Signature and Comments: _____