February 1, 2011

To: Administrative Officers, Deans, Vice Presidents, Department Heads, Directors, Managers, and Coordinators

Re: Nominations for the APSAC Excellence Award

Nomination Deadline: Friday, March 25, 2011

The Administrative and Professional Staff Advisory Committee, (APSAC), announces they are accepting nominations for the APSAC Excellence Award. This is a newly created award for A/P staff on the West Lafayette campus, through sponsorship from the Executive Vice President for Business and Finance, Treasurer.

The APSAC Excellence Award consists of a plaque and $1,500 and is subject to tax withholdings. This annual award has been created to recognize a full-time administrative or professional staff member who demonstrates excellence in the following areas:

- Shows Initiative
- Leads by Example
- Exemplary Customer Service
- University Ambassador
- High Performer

Selection will be based on the degree to which the recipient, in service to the University community, demonstrates those qualities listed in the above criteria. The nominee must have completed two years of continuous service with the University.

Please publicize to all staff the availability of this award and encourage nominations be submitted by Friday, March 25, 2011. Nominations should be forwarded in writing or electronically to Carrie Hanson, Human Resources, FREH or carrie@purdue.edu. Nominations may be made by any member of the University community, except current members of the selection committee.

Nominations should include:

1. A concise summarizing statement, not more than two pages in length, which outlines the nominee's ability to show initiative, lead by example, have exemplary customer service, be a university ambassador and is a high performer.

2. Two letters of support from any faculty, staff or student not exceeding one page in length.

Please take this opportunity to express your appreciation of an outstanding staff member. If you have any questions regarding this award or the nomination process, please contact Carrie Hanson at 49-47397 or carrie@purdue.edu.