

**ADMINISTRATIVE PROFESSIONAL ASSOCIATION (APA)
2011-2012 AWARDS NOMINATION FORM**

Nominee _____
Title _____
Department _____
Telephone _____

Nomination for: _____ **Outstanding New Professional Award**
_____ **Outstanding Professional Award**
_____ **Tony Griffin Award**

Provide a BRIEF summary of the nominee's contributions to Western Michigan University. Please refer to the following page for award criteria.

Nominator _____
Title _____
Department _____
Telephone _____

(MAKE ADDITIONAL COPIES OF NOMINATION FORM AS NEEDED)

***** APPLICATION DEADLINE IS FRIDAY, APRIL 14, 2012 *****

Please return this form to Mary Ramlow by campus mail, fax, or email:

Address: The Evaluation Center
Mail Stop 5237
Fax: 7-5923
E-mail: mary.ramlow@wmich.edu

OUTSTANDING NEW PROFESSIONAL AWARD

An award presented to recognize an outstanding administrator/professional with **five or less years** of service to Western Michigan University. Selection will be based on the following criteria:

1. Recognized excellence in overall job performance
2. Outstanding service to their specific department or division
3. Contributions to department/division (presentations, committee work, projects)
4. Willingness to assist beyond normal expectations
5. Dedication to the profession
6. Shows initiative and/or creativity
7. Nominee **does not** have to be a member of APA

OUTSTANDING PROFESSIONAL AWARD

An award presented to recognize an outstanding administrator/professional with **five or more years** of service to Western Michigan University. Selection will be based on the following criteria:

1. Recognized excellence in overall job performance
2. Outstanding service to their specific department or division
3. Contribution to department/division (presentations, committee work, projects)
4. Willingness to assist beyond normal expectations
5. Dedication to the profession
6. Shows initiative and/or creativity in the profession
7. Nominee **does not** have to be a member of APA

TONY GRIFFIN SERVICE AWARD

An award presented to recognize an active member of APA. This award is named to honor the memory of Past APA President Tony Griffin. Selection will be based on the following criteria:

1. Active membership in the organization
2. Outstanding service on an appointed committee or the Executive Board
3. Significant contributions to the goals of APA
4. Nominee **must** be a paid member of APA