**2020 Recognition Awards**

**Submission** **Deadline: 5:00 p.m. on Friday, January 31, 2020.**

**Submit nominations via email to: Nominee’s academic chair or director.**

Inquire well in advance of the deadline for unit-specific nomination processes or guidelines.

**Outstanding Career Administrative Professional Achievement Award**

**Purpose:** Recognizes and honors administrative professional staff members who have a long-standing history of distinction in their performance of duties, a commitment to teamwork, and inspire excellence in others.

**Criteria:** Record of demonstrated professional contributions and service within their unit, the college, and/or the University beyond their stated job requirements; evidence of ability to foster collaboration, communication, and cooperation among faculty, staff, and students.

**Specific eligibility:** Administrative professional staff in the College of Arts and Sciences who have been employed at Washington State University for a minimum of five years and overall have 16 or more years of experience as administrative professional at the time of nomination.

**Required Materials**

All nomination packets must include the following materials:

* **CAS Award Nomination Form**

See next page for award-specific form. Do not include this instruction page.

* **Nomination Statement** (Limit of two pages)

A broad description of why the nominee is deserving of the award. Cite specific examples of relevant accomplishments, service, and recognition. Focus on the impact of the nominee’s work within the unit, across the institution, in external communities, and/or on students as appropriate. Award-specific criteria are listed above.

* **Nominee’s Resume Limit**

10 pages.

* **Supplemental Materials**

Attach additional documentation of outstanding accomplishments in professional activity or service as appropriate. One letter of support or testimonials from peers, faculty, and/or students is required.

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**Questions?**

Contact the Office of the Dean at cas.awards@wsu.edu.

**Outstanding Career Administrative Professional Achievement Award**

**2020 Award Nomination Form**

*Nominations are due to nominee’s chair or director by 5:00 p.m. on Friday, January 31, 2020*

**Nominee:**

**Title:**

**Department/School/Program:**

**Campus Zip:**

**Office Phone:**

**WSU E-mail:**

**Date of first AP appointment at WSU:**

**Nominator:**

**Title:**

**Department/School/Program:**

**E-mail:**

 **Campus Zip:**

***FOR CHAIRS AND DIRECTORS ONLY***

I electronically endorse and support the above-named nominee for the Outstanding Career Administrative Professional Achievement Award.

**Chair/Director:**

**Date:**

A confirmation email will be sent to the chair/director after the complete nomination packet has been received by the Office of the Dean.