**2018 Recognition Awards**

**Submission** **Deadline: 5:00 p.m. on Friday, January 26, 2018.**

**Submit nominations via email to: Nominee’s** [**chair or director**](http://cas.wsu.edu/about/departments.html)**.**

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

**Early Career Administrative Professional Achievement Award**

**Purpose:** Recognizes and honors administrative professional staff members who exemplify outstanding excellence in performance of duties, a commitment to teamwork, and inspire excellence in others unusually early in their professional career.

**Criteria:** 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 are within the first five years of employment at Washington State University and overall have fewer than eight years of experience as administrative professional at the time of nomination.

**Resume limit:** Five pages.

**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**

See above for award-specific page limit.

* **Supplemental Materials**

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

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**General Questions?**

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

**Early Career Administrative Professional Achievement Award**

**2018 Award Nomination Form**

*Nominations are due to nominee’s chair or director by 5:00 p.m. on Friday, January 26, 2018*

**Nominee:**

**Title:**

**Department/School/Program:**

**Campus Zip:**

**Office Phone:**

**WSU E-mail:**

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

**Degree(s) -- include institution, discipline, and year awarded in the text box below**

**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 Early 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.