

ADMINISTRATIVE PROFESSIONAL AWARD PROGRAM MESSAGE

In recognition of the many outstanding accomplishments of Oakland University's AP employees, the university is pleased to open nominations for the AP award program for calendar year 2015. The award for 2015 is \$1,000.

The AP award fund, established specifically for this recognition, honors exemplary service and exceptional contributions made by individual AP employees.

Supervisors, peers or co-workers may nominate colleagues or employees may self-nominate using the **AP Award Nomination Form**, which is available on the University Human Resources website.

The nomination form should state the basis for the nomination, focusing on the employee contributions above and beyond his or her job responsibilities. Contributions should be explained within the context of AP award meritorious performance criteria.

Nominations may be forwarded to the next-level supervisor for additional comments or sent directly to the president, chief operating officer, or divisional vice president. Any employee who received a "Needs Improvement" rating on their last performance appraisal will not be eligible to receive this award.

The deadline for submitting nominations is Monday, March 21, 2016. This year's AP Award recipients will be announced in late March. Any employee with questions regarding this award program should call Kevin Venet at ext. 3477 or e-mail tokevinvenet@oakland.edu.

Nominations for this AP award are separate from the Outstanding Administrative Professional Award provided by the AP Assembly announced on March 2, 2016.