

AP AWARD PROGRAM - MERITORIOUS PERFORMANCE CRITERIA CATEGORIES

Nominations should address the manner in which the individual went above and beyond his or her regular job duties and met the criteria in one or more of the following categories. An eligible AP employee may be nominated in more than one category, but the total award cannot exceed the maximum allowed.

Departmental Advancements

- Implementing process improvements to reduce transaction costs or enhance efficiency
- Developing and utilizing job-related procedures to reduce costs, improve service and achieve institutional objectives

Community Advancements

- Making the department and/or school more accessible and user-friendly to the community
- Promoting community participation in department and/or school projects and functions

Customer Service Advancements

- Providing exemplary customer service
- Implementing process improvements resulting in value-added services characterized by efficiency, speed, quality and flexibility

Diversity Advancements

- Advancing goals of staff diversity
- Advancing goals of student diversity

Environmental Advancements

- Promoting environmental health and safety to reduce campus risk and workers' compensation claims
- Improving the physical appearance of campus to enhance campus life for students, faculty, staff and the community

Fundraising

- Identifying private funding sources to augment department allocations and/or fund university objectives
- Developing linkages and partnerships with business

Staff Advancements

- Improving staff morale
- Increasing service quality through staff development activities
- Devising and/or implementing strategies for helping co-workers deal with change
- Promoting cross-cultural understanding and cooperation
- Solving problems with creative solutions or risk-taking strategies
- Improving lateral communications

Student Advancements

- Improving the educational experience of students
- Providing a welcoming and supportive environment for students
- Improving student services for non-traditional and part-time students
- Involving students in university activities

Technology Advancements

- Being innovative in the use of technology to solve problems
- Integrating technology into job functions
- Advancing a technology-literate staff

Advancement of one or more of the following:

- University, college/school, department/unit, program, student development endeavor, colleague's expertise or productivity, and/or new initiatives
- Work that, according to a variety of university community members, serves the entire university rather than a single department or an immediate supervisor

2015 AP AWARD PROGRAM NOMINATION FORM

INDIVIDUAL AWARD NOMINATION

I nominate the following individual for the AP Award.

Name _____ Title _____

Department _____

Based on the AP Award Meritorious Performance Criteria, this individual has made the following significant contributions to Oakland University: (If necessary, please use an additional sheet. Limit your comments to one additional page.)

Nominations may be forwarded to the next-level supervisor for additional comments or sent directly to the president or divisional vice president. Employees who were rated as Needs Improvement on their last performance appraisal will not be eligible to receive this award.

Nominator _____ Phone _____

Department _____

Comments of next level supervisor (optional):