



Administrative Professionals Award Nomination Form

Overview:

The Administrative Professionals Award recognizes the administrative staff members who demonstrate hard work and commitment to ensure excellence in support of the University's mission and success within their own respective programs. Up to two recipients may receive engraved and monetary award, which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month.

Eligibility for Nominees:

- The staff member must be in a UNT retirement-eligible staff position for at least six consecutive months.
- The staff member must hold a position in an administrative professional job classification, including Executive Assistant, Senior Administrative/Administrative Coordinator, Senior Administrative/Administrative Specialist, and Office Support Assistant/Associate.
- The staff member may not have received any formal disciplinary action or performance improvement plan within the twelve months prior to the nomination date.
- The staff member may not have received the award within the previous three years.

Process for Nomination and Selection:

- Nomination may be made by any UNT employee or student.
- Complete the fillable form, giving specific examples of how the staff member has met the criteria within the allotted word allowance. Additional attachments will not be accepted. Submit the completed document electronically or print and deliver to Human Resources, located in the Support and Services Building, 116H.
- Human Resources will verify eligibility and forward the nomination to the appropriate Vice President.
- Once the required approvals are obtained, the nomination will be reviewed by the Staff Awards and Recognition Committee and the top recommendations will be submitted to the President's Cabinet.
- The final recipient(s) will be selected by the President.

If you have questions regarding the nomination process, please contact **Human Resources** at Ashley.Reyes@untsystem.edu or 940-565-4363.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

STEP TWO: In 500 words or less, use bullet points to give specific examples of how the nominee has met the following criteria:

- Demonstrates initiative and dedication to helping unit leadership achieve goals, innovate, mitigate risk, improve processes, protect reputation, and promote successes.
- Goes beyond the call of duty by enhancing and promoting quality, assuming additional duties, or exhibiting an exceptional spirit of service to others.
- Collaborates with colleagues in other university units to implement best practices that improve efficiency, change physical and/or attitudinal barriers, or champion UNT.
- Prioritizes self-development, cultivates new skills, and shares knowledge with other administrative professionals across the university.

To submit nomination form:

- Step 1: Complete all the form fields
- Step 2: Download and save the form
- Step 3: Create an email to Human Resources at Ashley.Reyes@untsystem.edu with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email

For Administrative Use Only

1. Human Resources

Signature _____

Printed Name _____

Date: _____

☐ APPROVED - NOMINEE MEETS ALL ELIGIBILITY

☐ DENIED - NOMINEE DOES NOT MEET FOLLOWING ELIGIBILITY:

- ☐ Has not been in a retirement-eligible staff position for six consecutive months
- ☐ Does not hold a position in Administrative Professionals area
- ☐ Has received the Administrative Professionals Award within the past three years
- ☐ Has received formal disciplinary action or performance improvement plan within twelve months of nomination date

2. Direct Supervisor

Signature _____

Printed Name _____

Date: _____

☐ APPROVED ☐ DENIED – REASON: _____

3. Department Head / Dean

Signature _____

Printed Name _____

Date: _____

☐ APPROVED ☐ DENIED – REASON: _____

4. VP Coordinator

Signature _____

Printed Name _____

Date: _____

☐ APPROVED ☐ DENIED - REASON: _____

5. Staff Awards and Recognition Committee

Date: _____

☐ RECOMMENDED

☐ DENIED - REASON: _____

6. President: ☐ SELECTED

Signature _____

Date: _____