**Council of Administrative Personnel (COAP)**

# Administrative Employee of the Year Award

**Description:**

The Council of Administrative Personnel (COAP), in conjunction with the President of Western Illinois University, annually recognizes the outstanding accomplishments of a COAP member through the Council of Administrative Personnel Employee of the Year Award. This award was designed to recognize significant contributions made by a member of COAP who goes above and beyond the call of duty in serving Western Illinois University. The recipient of the Employee of the Year Award will be presented with a plaque at the spring COAP membership meeting.

**Nominating Procedures:**

Any WIU employee, except COAP Executive Board members, may nominate a COAP member. Self-nominations are also encouraged. Please complete this form and submit to COAP President (wiu.edu/coap). A selection committee made up of the COAP Executive Board will select the recipient. Please note, current COAP Executive Board members are not eligible for the award.

**Questions:**

Please direct any questions concerning the COAP Employee of the Year Award to the COAP Executive Board. (wiu.edu/coap).

We encourage individuals to participate in this worthwhile recognition program. Thank you for your time and consideration.

**Nomination Information**

Nominee’s Name:

Department:

Campus Address:

Campus Phone Number:

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Nominator’s Name:

Nominator’s Address:

Nominator’s Phone Number:

** See next page to complete nomination form**

**Western Illinois University**

**COAP Employee of the Year Award**

**Nomination Form**

1. How did the nominee positively impact the University during the past year?

2. What were some of the nominee’s outstanding accomplishments during the past year that would merit recognition?

1. How has the nominee gone above and beyond the call of duty?

1. What campus or professional organizations and/or outside activities has the nominee been involved with during the past year?

Nominations may be typed on this form in the space provided or on a separate sheet. Additional materials also may be attached. Please submit nominations to COAP via email to coap@wiu.edu or campus mail to Dana Moon, Horrabin Hall 117.