



REQUEST FOR WIU EMPLOYEE RECOGNITION NOMINATIONS

In recognition of our core values, Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility, Western Illinois University continues to acknowledge Civil Service and Administrative employees for their service to their communities and for their outstanding contributions to the University. To that end, nominations are being accepted for the annual employee awards recognizing community service and distinguished service to the University. Award recipients will be presented with their awards and recognized at the Employee Service Recognition Reception on Tuesday, **April 23, 2019**.

Community Service Award

This award recognizes exemplary volunteerism and/or outstanding service to any non-profit community organization(s) and is a reflection of one or more of WIU's core values of Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility. Nominees must be full-time Administrative employees or status (certified) Civil Service employees. Service must be non-partisan, secular, and voluntary. Such service must have been performed while the nominee was employed at WIU, but it is not limited to any geographic area. It shall not be related to regular WIU job responsibilities. One COAP and one Civil Service employee will be awarded a Community Service Award.

Distinguished Service Awards

The Administrative Recognition and Service Award honors one administrator for unusual and significant contributions to his/her profession, organizational unit, or other areas within the University and is a reflection of one or more of WIU's core values of Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility. Contributions may take the form of personal effort on the job, unusual technical expertise, leadership, creativity, or significant work with state, federal, or professional organizations. Nominees are to be COAP members, Associate or Assistant Vice Presidents, Deans, Associate or Assistant Deans, or Department Chairpersons.

The Civil Service Recognition and Service Award acknowledges initiative, innovation, and/or dedication to service at Western Illinois University and is a reflection of one or more of WIU's core values of Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility. Suggested areas of emphasis include overall job performance, innovative ideas leading to improved services, contributions to enhancing the positive public image of WIU, ideas to improve safety, and contributions to improved efficiency. One award will be presented to a status (certified) Civil Service employee who has three or more years of full-time employment at Western.

Submission Instructions:

Nominations may be made by any employee, or University-recognized group or association. A nominator must secure the permission of the person to be considered. Self-nominations are also accepted.

Nomination forms are attached and nominations must be submitted no later than **Monday, April 8, 2019**, to Human Resources, 105 Sherman Hall.

**NOMINATION FORM
DISTINGUISHED SERVICE AWARD
ADMINISTRATIVE RECOGNITION AND SERVICE AWARD**

Nominee's Name _____

Nominator's Name and Phone Number _____

The Administrative Recognition and Service Award honors one administrator for unusual and significant contributions to his/her profession, organizational unit, or other areas within the University and is a reflection of one or more of WIU's core values of Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility. Contributions may take the form of personal effort on the job, unusual technical expertise, leadership, creativity, or significant work with state, federal, or professional organizations. Nominees are to be COAP members, Associate or Assistant Vice Presidents, Deans, Associate or Assistant Deans, or Department Chairpersons.

Please print or type a narrative describing the nominee's contributions and performance to his/her profession, organizational unit, or other areas within the University. Nominations should include specific supportive information and details of distinctive contributions that reflect one or more of our core values. Contributions may take the form of personal effort on the job, unusual technical expertise, leadership, creativity, or significant work with state, federal, or professional organizations. (Additional comments as well as letters of support may be attached.)

Nominee's Signature _____

Nominator's Signature _____

**Return this form to the Department of Human Resources, Sherman Hall 105,
no later than Monday, April 8, 2019.**

**NOMINATION FORM
DISTINGUISHED SERVICE AWARD
CIVIL SERVICE RECOGNITION AND SERVICE AWARD**

Nominee's Name _____

Nominator's Name and Phone Number _____

The Civil Service Recognition and Service Award acknowledges initiative, innovation, and/or dedication to service at Western Illinois University and is a reflection of one or more of WIU's core values of Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility. Suggested areas of emphasis include overall job performance, innovative ideas leading to improved services, contributions to enhancing the positive public image of WIU, ideas to improve safety, and contributions to improved efficiency. One award will be presented to a status (certified) Civil Service employee who has three or more years of full-time employment at Western.

Please print or type a narrative describing the nominee's initiative, innovation, and/or dedication to service at Western Illinois University that reflect one or more of our core values. Suggested areas of emphasis include overall job performance, innovative ideas leading to improved services, contributions to enhancing the positive public image of WIU, ideas to improve safety, and contributions to improved efficiency. (Additional comments as well as letters of support may be attached.)

Nominee's Signature _____

Nominator's Signature _____

**Return this form to the Department of Human Resources, Sherman Hall 105,
no later than Monday, April 8, 2019.**