



Dean's Award for Outstanding Service by an Administrative, Professional, or Technical (APT) Employee

The CTAHR Dean's Award for Outstanding Service by an Administrative, Professional, and Technical Employee was established to recognize an APT employee for exceptional work.

The awardee will be recognized at the 31st Annual CTAHR Banquet on May 10, 2019.

Award Amount

\$500 cash award.

Eligibility

- All full-time APT (or APT-like) employees who have been employed continuously in CTAHR for at least 12 consecutive months are eligible.
- Employees who have been previously nominated but have never received this award, or who haven't received the award within the last 5 years and have made new contributions of note, may be re-nominated.

Some Examples of APT Positions

Research Support, Research Associate, Fiscal Officer, Fiscal Specialist, Student Services Specialist, Personnel Officer, Personnel Specialist, Budget Specialist, IT Specialist, Educational Specialist, Communications Specialist, Safety Officer, Grants Specialist

Nomination Documents to Submit

- Nomination letter describing the nominee's outstanding activities, accomplishments, and contributions to his/her unit.
- Two+ letters of support (requested by the nominator). One letter must be from the nominee's immediate supervisor. (Limit to two pages each.)

Criteria

Nominations should provide evidence of the following:

- Outstanding contributions to the program's efficiency and attainment of its objectives.
- Exceptional performance resulting in material improvements to the program's services.
- Record of exceptional competence, sustained efficiency, integrity, and dedication to the program's mission.

- Application of creative solutions to address difficult problems.
- Active interest and participation in departmental and/or college affairs.

Nominations Due

Tuesday, March 5, 2019

Submission

Submit all nomination packets to the CTAHR Office of Communication Services at ocs@ctahr.hawaii.edu or Gilmore 210.

Selection

The committee will be appointed by the CTAHR dean and director of Administrative Services.

Note: The selection committee may not make an award if it deems no candidate suitable, based on the documentation provided.



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