



2018 Annual CTAHR Awards Nomination CTAHR Dean's Award for Outstanding Service by an Administrative, Professional, or Technical 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 receive \$500 and a framed certificate at CTAHR's 30th Annual Awards Banquet on May 4, 2018.

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.
- Previously nominated employees who have never received this award or who haven't received the award within the last 5 years and have new contributions of note may be re-nominated.

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: The nominator shall submit a letter of nomination that describes the nominee's outstanding activities, accomplishments, and contributions to his/her unit. The nominator should arrange to have at least 2 additional letters of support accompany his/her nomination letter. If the nominator is not the immediate supervisor of the nominee, one of the additional letters must be from the nominee's immediate supervisor. Letters are limited to 2 pages.

Submission: Please submit all nomination packets to Cheryl Ernst at events@ctahr.hawaii.edu or deliver to CTAHR's Office of Communication Services, 3050 Maile Way, Gilmore 124, Honolulu HI, 96822. Electronic submissions are preferred.

Selection committee: Selection will be made by a committee appointed by the CTAHR Director of Administrative Services, to include a former recipient, supervisor, and Civil Service and APT employee.

Criteria: Evaluation of nominations will include, but not be limited to evidence of—

- Outstanding contributions to program efficiency and attainment of its objectives;
- Exceptional performance resulting in material improvements to the services of the program;
- Record of exceptional competence, sustained efficiency, integrity, and dedication to the mission of the program;
- Application of creative solutions to address difficult problems; and
- Active interest and participation in departmental and/or college affairs.

Note: The selection committee is not required to make an award if it deems there is no suitable candidate based on the documentation provided.

Timeline:

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| January 04, 2018 | Official call for nominations |
| February 12, 2018 | Nomination deadline |
| March 3, 2018 | Selection of recipient |



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