

MEMORANDUM

DATE: October 23, 2008
TO: Vice Presidents, Deans, Chairs, Directors, and Supportive Professional Staff
FROM: Missy Gillis, Transfer Center
Deborah Haliczzer, Human Resource Services
Co-Chairs, Supportive Professional Staff Council, Awards Committee
RE: Call for Nominations for the Presidential Supportive Professional Staff Award for Excellence

The Supportive Professional Staff Council is requesting nominations for the Presidential Supportive Professional Staff Award for Excellence. This award recognizes individuals who have made outstanding contributions to the university. All Supportive Professional Staff are eligible. If you have previously nominated an individual, please consider re-nominating them. Four awards will be presented and each award will be for the amount of \$1500. In addition, each recipient will receive a plaque in recognition of their accomplishments. To be eligible to receive this award, an employee must be actively employed at the time the award is presented (in March or April 2009).

The nominator is asked to address the following topics in a letter addressed to the SPSC Awards Committee:

1. Significant contributions made by this individual to the university, beyond the expectations for this position. (Consider outstanding service, significance of contribution to NIU, support for the university's mission, and professionalism).
2. Evidence of commitment to her / his professional development.
3. Nominee's involvement with committees or organizations at NIU, or within their profession.

A completed application packet consists of the **Nomination Referral Form** and four letters: a nomination letter and three letters of support. The support letters must address the above topics. Only these four letters will be considered for each nominee. All nominations must include the nominee's and nominator's name, title, and department. Awards will be announced by the President in February 2009 and awards will be presented at a reception hosted by the President in March or April 2009. **Nominators are responsible for submitting the complete set of nomination materials.** If you have questions, please contact Deborah Haliczzer at 753-6039, or by email: dhaliczer@niu.edu.

The Nomination Referral Form, nomination letter, and three letters of support should be sent to Deborah Haliczzer, Co-Chair, SPSC Awards Committee and must be received in the office of Human Resource Services (1515 W. Lincoln Hwy) by 4:30 p.m., Wednesday, December 3, 2008.

There will be no extensions of the deadline, so please be sure to get **ALL** nomination materials in by **December 3, 2008**.

Thank you for recognizing excellence in our Supportive Professional Staff.

***Nomination Referral Form for
Presidential Supportive Professional Staff Award for Excellence***

Name of Nominee _____

Date _____

Nominee's Department _____

Job Title _____

* * * * *

Nominator _____

Department _____

Telephone # _____

Names of persons writing support letters:

(Letters must be included with nomination materials as a complete packet)

Name

Department

Phone #

1. _____

2. _____

3. _____

Complete nomination packets: (Nomination Referral Form, nomination letter, and three letters of support) **must** be received by the SPSC Awards Co-Chair by 4:30 p.m. on **December 3, 2008**. Nominations and / or letters of support received after December 3 **will not** be considered. Questions? Please call 753-6039 or email: dhalicz@niu.edu.

Please Send to:

Deborah Haliczzer
SPSC Awards Committee Co-Chair
Human Resource Services
(1515 W. Lincoln Hwy)