

Patricia S. Siebrasse Administrative Professionals Award for Excellence
2020 Nomination Form

How to nominate an employee for this award

1. Complete the Nomination Form below.
2. Provide a letter of nomination based on the following criteria:
 - A minimum of 10 consecutive years of service as an administrative professional at NIU
 - Continued commitment to the Administrative Professional field
 - Operational efficiency within their organization or department
 - Meaningful contributions to Northern Illinois University
 - Current employee as of the nomination deadline date
3. Solicit **one** additional letter supporting the nomination. Current or retired NIU employees are eligible to write a letter of support. Letters do not have to come from faculty members. Among the letters submitted, be sure ALL nomination criteria listed above are addressed. Be specific and give examples. You are encouraged to ask your nominee to supply further information if needed. Additional letters will not be reviewed.
4. The nomination package containing this nomination form, one nomination letter and one letter of support must be received no later than Monday, March 23, 2020, at 4:30 p.m. via email APAC@niu.edu , pkee@niu.edu , or campus mail.

Address nomination package to: **P. Kee, LEPF Department, GH 223, RE: Pat Siebrasse Award**

Additional Information

- The nomination form, the nomination letter, and the letter of support should be typed.
- Incomplete nomination packages will not be considered.

NOMINEE

Name: _____
Department: _____
Classification: _____

NOMINATED BY

Name: _____
Department: _____
Title: _____
Phone/E-mail: _____

LETTER OF SUPPORT PROVIDED BY

Name: _____
Department: _____

Office use only: Verify Eligibility: _____ Total Years of Service in AP Classification: _____