

GRAND VALLEY STATE UNIVERSITY

College of Community and Public Service Dean's Administrative Professional Commendation

The guidelines for nomination and selection of candidates for this commendation are as follows:

- a. The College of Community and Public Service (CCPS) Dean's AP Commendation recognizes the outstanding contributions by a staff member to the University, professional field, and surrounding community. The recipient embodies the University's mission, vision, and values, and brings distinction to GVSU through his or her work.
- b. This commendation is based on the criteria stated here and on the nomination form.
- c. The CCPS College Advisory Committee will select the recipient and forward his or her name to the CCPS Dean by May 1.
- d. Only full-time, CCPS Administrative Professional staff members are eligible for this commendation.
- e. There shall be a maximum of one award made each year, which consists of recognition at the fall CCPS retreat.
- f. Individuals may not receive this commendation more than once every five years.
- g. Nominations for this commendation may come from students, alumni, faculty members, other AP staff members, or the nominee's unit/department. Once the nomination is made, the unit head is responsible for working with the nominator and the nominee to compile the necessary application materials.
- h. Self-nominations are not accepted.
- i. Nominations for this commendation are in effect for a period of two years.
- j. A nomination form is needed to place a candidate's name into consideration for commendation. This form may be downloaded and printed from the CCPS website. The deadline for submission of this form and supporting materials is April 1st.
- k. It is the responsibility of the nominee's unit head and nominator to assemble the following materials in support of the nomination and to submit materials to the CCPS College Advisory Committee by April 1st:
 - a. The completed nomination form
 - b. A statement from the nominator, one to two pages in length, which describes how the nominee meets the above commendation criteria
 - c. Two letters of support from colleagues other than the nominator
 - d. The nominee's current curriculum vita or resume
 - e. Other relevant documentation demonstrating how the nominee meets the above commendation criteria