

2009-2010 New York University DISTINGUISHED ADMINISTRATOR AWARD Nomination Form

Nominee's Name

Nominee's Title

Nominee's School/Division

Nominee's Department

Your Name

Date of Nomination

Your School/Administrative Unit

Your Telephone Number

Your E-mail Address

I am a student faculty member administrator/staff member

Criteria - each nominee should excel in one or more of the following areas:

Operational Excellence

- The nominee made significant changes, modifications or approaches that enhance work productivity, efficiency and quality.

Exceptional Service

- The nominee ensured that each interaction with internal and external customers is positive and effective.

Impact

- The nominee achieved accomplishments that had a positive impact on the entire department, school or administrative unit, or across parts of the university.

Leadership

- The nominee developed and inspired others to achieve extraordinary results.

Communication

- The nominee built interactions and partnerships that produced results and left others feeling respected and valued.

Innovation

- The nominee developed an innovative process or procedure that directly impacted the university community in a positive manner.

Community Service

- The nominee positively influenced and enhanced the NYU university community and/or local New York community.

In the space provided below, please describe why the nominee is worthy of being named a Distinguished Administrator. Please provide concrete examples for each of the criteria selected from the list above.

Please attach any additional sheets, if needed.

PLEASE RETURN COMPLETED FORM TO THE NOMINEE'S **HUMAN RESOURCES OFFICER**