



**2021 Gabor A&P Excellence Award Nominations**

Nominations for UCF’s Gabor A&P Excellence Award are now being accepted. Sponsored by Gabor Financial Solutions, the purpose of this award program is to recognize, appreciate, and celebrate outstanding job performance of selected A&P employees between January 1, 2021 and December 31, 2021. Individuals or groups who have first-hand experience with an employee’s outstanding job performance are invited to submit nominations. Announced at the **Knight Star Awards** in March 2022, the candidate chosen for this award will receive a check for \$2,500. All nominations must be received in Human Resources no later than **5:00 p.m., January 14, 2022.**

**GABOR A&P EXCELLENCE AWARD ELIGIBILITY CRITERIA** *(will be verified by HR)*

1. The nominee must be employed in an established non-unit A&P position.
2. The nominee must have a minimum of one year of continuous university service before being nominated.
3. Nominees may receive this award a maximum of one time every five years.
4. The nominee’s contributions should exceed those expected of the employee during the normal course of performing their duties. (Position descriptions will be available to the selection committee for review.)
5. The nominee should demonstrate the high standards and excellence expressed in UCF’s Values and Creed.

**UCF VALUES AND CREED**

- Integrity:** I will practice and defend academic and personal honesty.
- Scholarship:** I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
- Community:** I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.
- Creativity:** I will use my talents to enrich the human experience.
- Excellence:** I will strive toward the highest standards of performance in any endeavor I undertake.



**2021 Gabor A&P Excellence Award Nomination Form**

**All nominations must be received by Human Resources  
no later than *5:00 p.m., January 14, 2022.***

**PART A**

Complete the following information:

Employee's Name: \_\_\_\_\_

Employee's Title: \_\_\_\_\_

Employee's College or Division: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

Employee's Dean, Director, **or** VP: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Department: \_\_\_\_\_

Nominator's Phone Number: \_\_\_\_\_

**PART B**

Please include two letters of support that highlight the nominee's *specific* outstanding accomplishments. Each letter must be no longer than three pages. **Additional materials will not be considered.** Be concise, but include contributions beyond those expected of the employee during the normal course of performing their duties. Describe how this performance or special accomplishment has impacted the university.

(For example, evidence of extraordinary creativity or innovation; demonstrated actions that resulted in improved departmental/university performance, enhanced operations, or increased service to students, faculty, staff, customers; contribution to a positive work environment; or support of the University's goals and values.)

**PART C**

Nominator must send/deliver this form to the employee's Dean, Director, **or** VP to endorse.

*I agree with and endorse this nomination for the 2021 Gabor A&P Excellence Award.*

_____	_____	_____
Print Name and Title	Signature	Date
Nominee's Dean/Director/VP		

**PART D**

Submit this completed form and the two letters of support to Human Resources no later than ***5:00 p.m., January 14, 2022.*** Please send via email to [askhr@ucf.edu](mailto:askhr@ucf.edu).

Keep a copy of this form for your records. You will be sent an email confirmation once your submission is received.

For questions, please contact UCF Human Resources at (407) 823-2771 or [askhr@ucf.edu](mailto:askhr@ucf.edu).