

American University of Beirut
Office of the President



January 9, 2014

Dear AUB Community Members,

Each year I ask the AUB community for their help in identifying staff members deserving of the President's Service Excellence Award. We are looking for individuals who not only excel in their given tasks but go above and beyond the call of duty, who exemplify the professionalism and courtesy to which we all aspire, and who make this university a better place to work, study, or receive care.

Nominations are now being accepted for employees whose extraordinary service to the university is worthy of recognition. So far, fifteen groups of awardees have been recognized during a ceremony and their names are displayed on a special plaque in front of College Hall.

Nominees must be non-academic employees and can be from any level and any area, excluding teaching faculty and clinicians. Your nomination should be supported by appropriate justification, including details of how the nominee demonstrates excellence, such as in providing exceptional customer service (whether to internal or external "clients"), using creative or critical thinking to solve problems or to improve efficiency, or substantively assisting the university in realizing its mission.

Nominations must be received by **February 6, 2015** and should be delivered to the Interim Director of Human Resources - Campus, Ms. Samar Diab, 3rd floor of College Hall. Further information and nomination forms can be found on the web:

<http://www.aub.edu.lb/hr/awards/Pages/index.aspx>

If you have any questions, please don't hesitate to contact Ms. Samar Diab at extension 2300. I look forward to receiving your nominations and thank you for your help in acknowledging AUB's outstanding employees. Thank you for your participation and engagement in recognizing excellence in performance among our staff members.

Peter Dorman
President