



January 8, 2019

Dear AUB Community Members,

It is time again to nominate our colleagues for the upcoming President's Service Excellence Award. I am asking the AUB community to help identify staff members deserving of the President's Service Excellence Award, keeping in mind the following questions when deciding on your nominations:

- How has the nominee demonstrated exceptional leadership, initiative, or risk-taking in his/her work?
- What personal qualities and characteristics make the nominee a role model for others?
- How does the nominee exercise dedication and commitment to his/her work?
- Can you give examples which show that the nominee is a successful team player?

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, nineteen 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 18, 2019** and should be delivered to the Director of Human Resources - Campus, Ms. Samar Diab, 3rd floor of College Hall. Further information, instructions 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.

Thank you for your participation and engagement in recognizing excellence in performance among our staff members.

Best regards,

Fadlo R. Khuri, MD
President