

Dean's Excellence Awards - Service Excellence Awards

Terms of reference and conditions

Submission deadline: December 7, 2023

The Award

A call for nominations for the Dean's Excellence Awards - Service Excellence Awards is issued every second year. The award is in recognition of work and contributions of staff members (management, administrative or technical) that exceed the expectations for those positions.

The following award criteria are used to select candidates for this honour:

- Job performance
- Service to the Faculty of Medicine
- Service to faculty, students and staff
- Commitment to quality and/or innovation in the workplace
- Contributions to achievement of goals for educational programs

Categories: Management, Administrative, Technical

A maximum of three awards may be granted in an award year: one for management, one for administrative and one for technical staff nominees.

- There shall be no obligation to recommend an award in the absence of suitable qualified candidates.
- No individual shall receive the award more than once

Eligibility of Nominee

These awards are open to all non-academic staff working in a division/discipline/unit within the Faculty of Medicine for a minimum of 3 years at the time of nomination.

Required Nomination Documentation

Any faculty member, staff member or student may nominate individuals for these awards. The nomination package should include:

1. A completed nomination form
2. A nomination letter outlining how the nominee satisfies the awards criteria
3. An updated resume
4. One letter of reference from a faculty member is required

- a. Multiple letters of reference are permitted. Additional reference letters may be from faculty, staff or students

Submission

Complete nomination packages should be emailed to the Chair of the Faculty of Medicine Awards Committee via Research and Graduate Studies (rgs@mun.ca) no later than December 7, 2023.

Review

Nominations will be assessed by the Faculty of Medicine Awards Committee (or a subcommittee thereof) which will make its recommendation to the Dean. Nominations will be adjudicated on the award criteria listed above.

Award Process

Awardees will be notified in writing. There will normally be a ceremony to recognize award recipients, and they will be presented with a certificate in recognition of their contributions.