

## **TERMS OF REFERENCE**

### **The Dean's Award for Outstanding Contribution by a Support Staff Member to The Faculty of Dentistry and The University of Manitoba**

The Faculty of Dentistry is committed to excellence in education, research and service. The Dean's Award for Support Staff honours a support Staff member who has made a difference to the educational experience. This award is for ALL support staff employed within the Faculty of Dentistry.

#### **Eligibility**

The award is open to all full-time, part-time and sessional staff employed within the Faculty of Dentistry with at least three years service by the nomination deadline. A recipient of these awards will not be eligible for a further Award for five years.

#### **Criteria**

It is expected that the following list of criteria will be among those considered by the nominators and by the Dean's Advisory Committee. Nominees should:

1. Demonstrate excellence in overall work performance.
2. Promote positive morale through a congenial, supportive attitude and by providing service to others.
3. Put forth an effort to improve self as well as to develop and recognize others.
4. Exhibit initiative and creativity resulting in improved operating efficiency of a work unit or the Faculty/University as a whole.
5. Enhance the image of the unit and or Faculty/University.
6. Be a team player.

Distinctive achievement in all areas will constitute the strongest case for selection. The selection committee however, will be cognizant of particular outstanding achievements in any one area.

#### **Awards and Recognition**

Recipients will receive a certificate as well as financial support (maximum \$2500) to attend (in the year of the award) one annual Conference of the CDA, ADA or another Annual Conference, which relates to their work. This Award will be recognized at the Annual Awards Evening held in the fall of each year.

#### **Dean's Advisory Committee**

The Dean's Advisory Committee shall consist of the Dean (Chair); two Support Staff members as elected to Faculty Council, and a representative from Human Resources.

#### **Call for Nominations**

The call for nominations will be sent to all Staff and Students in the Faculty of Dentistry. Nominations of employees in all staff classifications are encouraged. Nominations for this award may be made by any member of the Faculty of Dentistry Community (Academic Staff, Support Staff, Student or member of the community). Nominations must be submitted on the Nomination Form, which may be obtained in the Dean's Office or accessed at: [http://www.umanitoba.ca/dentistry/faculty\\_awards.html](http://www.umanitoba.ca/dentistry/faculty_awards.html)

Established: February 22, 2004

Date Revised: March 2006; May 2007, April 2008, August 2009, August 2012

THE UNIVERSITY OF MANITOBA

*Inter-Departmental Correspondence*

FACULTY OF DENTISTRY – DEAN'S OFFICE



FACULTY OF  
**DENTISTRY**

SCHOOL OF  
**DENTAL HYGIENE**

*Traditions of Excellence, Horizons of Change*

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## NOMINATION FORM

### DEAN'S AWARD: FOR OUTSTANDING CONTRIBUTION BY A SUPPORT STAFF MEMBER TO THE FACULTY OF DENTISTRY AND THE UNIVERSITY OF MANITOBA

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I nominate: \_\_\_\_\_  
(please print)

Name of Nominator: \_\_\_\_\_  
(please print) (signature)

#### **ADDITIONAL INFORMATION TO BE SUBMITTED WITH NOMINATION FORM**

Rationale for Nomination: In an attached letter, please describe how the nominee fulfills the stated criteria (indicate specific activities/programs in which the nominee has excelled)  
Three (3) letters of recommendation to be submitted with the Nomination Form (one being a reference from the Department Head/Director/Associate Dean).

#### **NOMINATION PROCEDURES**

- Please submit the original Nomination Form and all additional information.
- All information must be forwarded in an envelope addressed to:
- "Support Staff Nomination", Dean's Office, D113-780 Bannatyne Avenue
- Deadline date for receipt of Nominations is **Thursday September 27, 2012**.

Additional copies of this form may be obtained from:

[http://www.umanitoba.ca/dentistry/faculty\\_awards.html](http://www.umanitoba.ca/dentistry/faculty_awards.html)

#### **FOR DEAN'S OFFICE USE**

##### **Nominee Information:**

Department/Unit Name: \_\_\_\_\_ Classification: \_\_\_\_\_  
Current Supervisor: \_\_\_\_\_ Start Date in Department/Unit: \_\_\_\_\_  
Start Date in Faculty: \_\_\_\_\_ Start Date in University: \_\_\_\_\_