

The University of British Columbia
Faculty of Medicine
2024 APPLGARTH STAFF SERVICE AWARDS
Deadline: Friday, June 14, 2024

The Applegarth Staff Service Awards recognize excellence in personal achievements and outstanding contributions to the Faculty of Medicine. All nominees should have demonstrated a strong commitment to living the Faculty of Medicine values of respect, integrity, compassion, collaboration, and equity.

Three (3) Awards are offered:

- A plaque and \$1000 for an M&P (Management & Professional) staff recipient.
- A plaque and \$1000 for a Secretarial/Clerical staff recipient.
- A plaque and \$1000 for a Non-Union Technician/Research Assistant staff recipient.

ELIGIBILITY:

Current staff members who support the UBC Faculty of Medicine (non-faculty), including senior management and administrative personnel, at any [distributed site, department, school, or other academic units](#).

NOMINATION PROCEDURE:

The following elements must be included in the nomination package:

- Completed nomination form. Faculty of Medicine faculty or staff members from all [sites, departments, school, and other academic units](#) may nominate candidates for these awards.
- Recommendations from other colleagues and/or students (3 maximum) are strongly encouraged. References are to be completed using the reference forms found on MedNet (*in lieu of letters*).
- We strongly encourage nominators to consider FoM's EDI values in the nomination process.
- To encourage diversity of nominees, staff members may be nominated for either a Dean's Staff Award **OR** an Applegarth Staff Award (not both).

Any Faculty of Medicine faculty or staff members may nominate candidates for these awards. Provided the nomination package is updated by the nominator, each nomination will stand for two years. Recipients are selected by the FoM Awards Advisory Group and presented to the Dean for final approval. Decisions are final and may not be appealed. Up to three awards each year are available but may not be granted every year. The identities of the nominees will not be made public unless they win one of the awards. Posthumous awards will not be made. Nominators should not expect members of the Office of the Dean or the Awards Advisory Group to assist with the preparation of a nomination beyond general advice.

Nomination packages are to be organized into a single bookmarked PDF file and submitted electronically to the Governance and Recognition team (fom.recognition@ubc.ca) by 4:00 pm on June 14, 2024. This is a strict deadline.

SELECTION CRITERIA:

Criteria must be addressed in the nomination form; examples of how the nominee has met these criteria should be included:

- **How has the nominee excelled in the fulfilment of their role in service to the Faculty?**
 - Please consider illustrating with examples in some/all of the following areas: how has the individual exceeded expectations; demonstrated initiative, creativity and resourcefulness in their work; improved value, sustainability and efficiency of the services they provide etc. Please describe the nominee's normal scope of work as well as ways in which the individual have excelled in those areas.
- **How has the nominee demonstrated commitment to the well-being of colleagues?**
 - Please consider illustrating with examples in some/all of the following areas: how has the individual supported colleagues' needs and professional development, contributed significantly to the development of a professional, positive and respectful work environment etc.)
- **How has the nominee exhibited and promoted commitment to the vision, mission and values of their team, unit and the Faculty?**