

DPMG Award for Outstanding Achievement During the COVID-19 Pandemic Nomination Form

The purpose of this award is to recognize outstanding contributions or demonstrations of resilience from members of the Dalhousie Professional and Managerial Group (DPMG) during the COVID-19 Pandemic (March 2020- present). All non-probationary DPMG Members, excluding DPMG Executive Members, are eligible to receive this award and can be nominated by any faculty or staff member of Dalhousie University.

Nominees will be considered based on **outstanding performance or achievement**, as demonstrated through a project or ability to adapt whilst maintaining a high level of service to the University and its community, despite the challenges caused by the pandemic.

Key factors (and their weight) in the selection of award recipients are:

- Leadership (25%)
- Problem solving (25%)
- Supporting overall morale (25%)
- Resilience (12.5%)
- Teamwork or connection with peers (12.5%)

Remember that DPMG members do not need to be in a formal management position to demonstrate leadership.

To nominate a colleague, complete this nomination form in its entirety and email it in confidence to dpmg@dal.ca by **Thursday, April 21st, 2022 (4:30pm)**. Nominations received after this date and time will not be considered.

DPMG awards will be presented at the 2021 Annual General Meeting and will be followed by a reception with the President of Dalhousie University. This award will also be presented at the Dalhousie Legacy Awards Ceremony.

Thank you in advance for nominating one of your colleagues.

A complete nomination package will consist of the following four parts, which are further described below:

- Part 1 – Nomination
- Part 2 – Supporter
- Part 3 – Information from Nominator to support nominee (maximum two to three pages double spaced)
- Part 4 – A letter in support of the nomination (maximum two pages double spaced)

Please submit your complete nomination package as a single PDF file.

Part 1 – NOMINATION

Nominee:

Name
Position/Title
Unit, Department/Faculty
Dalhousie Email Address

Submitted By:

Supervisor Direct report Peer Other

Name
Position/Title
Unit, Department/Faculty
Dalhousie Email Address
Relation to nominee

**Part 2 -
SUPPORTER**

Below, please list one other employee who has agreed to support the nomination. A letter of support from them must be included in the nomination package.

Supervisor Direct report Peer Other

Name
Position/Title
Unit, Department/Faculty
Dalhousie Email Address
Relation to nominee

Part 3 – INFORMATION FROM NOMINATOR TO SUPPORT NOMINEE

Why does this DPMG member deserve an award for outstanding achievement during the Covid-19 Pandemic?

In two to three pages (double spaced), please describe how the nominee’s achievements, contributions, leadership, and exemplary behaviours have impacted you, your area, or another area of the university. Please make specific reference to the five key factors that will be used by the Selection Committee when assessing nominations:

1. Leadership
2. Problem solving
3. Resilience
4. Teamwork or connection with peers
5. Supporting overall morale

Nominations will not be considered unless this information is included.

Part 4 –ONE LETTER OF SUPPORT

The letter of support may be a maximum of two pages (double-spaced). Nominations will not be considered without a letter of support from the supporter listed above. It is recommended that the support letter provide information on why the nominee is deserving of the award. Be sure to provide examples.

Please **do not provide** more than one letter of support in the nomination package, as they will be disregarded by the Selection Committee.

Questions:

Please direct any questions concerning the nomination process to dpmg@dal.ca