

2022 DPMG Award for Outstanding Achievement Nomination Form

The purpose of this award is to recognize outstanding contributions from members of the Dalhousie Professional and Managerial Group (DPMG). 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 judged for **outstanding performance or achievement** as demonstrated through a project or strategic initiative recently completed or currently underway, and/or a consistent record of significant accomplishments over the duration of their careers at Dalhousie University. Information about past award winners and their accomplishments can be found on our [website](#).

Early Career Award: This newer category will allow nominees with less than four years of service in the DPMG to be considered separately from other nominees.

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

- High and consistent performance (25%)
- New approaches and initiatives (25%)
- Positive influence and leadership - see competencies (25%)
- Impact on the university, and/or the greater community (12.5%)
- Alignment with organizational mission, vision, and values (12.5%)

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

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.

Awards will be presented at the AGM and there will be a winner's reception with the president. In addition, this award will be part of the Dalhousie Legacy Awards Ceremony.

Thank you in advance for nominating one of your colleagues.

LEADERSHIP COMPETENCIES

Thinking and acting strategically – Thinking conceptually about the “big picture” and in which direction the organization should be headed, developing long-term plans to achieve the desired outcomes and linking daily work to long-term vision in accordance with the [university's strategic plan](#).

Relationship building – Identifying, building and maintaining formal and informal relationships and networks that add value to others, support the achievement of role – related objectives and further the interests of the university.

Resource & process management – Efficiently managing resources (people, funding, materials and space) and processes to achieve organizational objectives.

Accountability for performance & results – Taking ownership and accountability for delivering the right results in the right way and improving individual, team and organizational contribution.

Development – Working genuinely to build capacity and foster individual, team and organizational development.

Change & innovation – Leading change and improvement to move the university ahead and enhance organizational results; developing the skills, attitudes, behaviours needed to produce new or improved programs, services, outputs and strategies to meet current and future needs.

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

- Part 1 – Nomination
- Part 2 – Supporters
- Part 3 – Information from Nominator to support nominee (maximum 5 pages double spaced)
- Part 4 – One letter in support of the nomination (maximum 2 pages double spaced per letter)

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

Part 1 – NOMINATION

Nominee:

	Name
	Position/Title
	Unit, Department/Faculty
	Dalhousie Email Address
	Date of hire into DPMG*

* This will be verified with Human Resources to validate nominees hired into a DPMG position on or after June 1, 2016 for the purposes of awarding the Early Career Award category. This information is not required if the nominee has been a DPMG member prior to June 1, 2016.

Submitted By:

	Name
	Position/Title
	Unit, Department/Faculty
	Dalhousie Email Address
<input type="checkbox"/> Supervisor <input type="checkbox"/> Direct report <input type="checkbox"/> Peer <input type="checkbox"/> Other	Relation to nominee

**Part 2 -
SUPPORTERS**

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

	Name
	Position/Title
	Unit, Department/Faculty
	Dalhousie Email Address
<input type="checkbox"/> Supervisor <input type="checkbox"/> Direct report <input type="checkbox"/> Peer <input type="checkbox"/> Other	Relation to nominee

Part 3 – INFORMATION FROM NOMINATOR TO SUPPORT NOMINEE

Why does this DPMG member deserve an award for outstanding achievement?

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. High and consistent performance
2. New approaches and initiatives
3. Positive influence and leadership - see competencies (page 1)
4. Impact on the university, and/or the greater community
5. Alignment with organizational mission, vision, and values

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 2 pages (double-spaced). Nominations will not be considered without a letter of support from the Supporter listed above in Part 2. It is recommended that the support letter provides information on why the nominee is deserving of the award and provide examples.

Please **do not provide** more than one letters 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