

2018 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 particular 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 at: <http://www.dal.ca/dept/dpmg/about/Award.html>

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%)
- Impact on the part of the university community that the member serves (25%)
- Alignment with organizational mission, vision and values (12.5%)
- Positive influence and leadership - see competencies (12.5%).

Please 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 **Friday, April 6, 2018**. Nominations received after this date will not be considered.

The awards will be announced at the DPMG Conference on **June 7, 2018** and awarded at the Dal Legacy Awards Event on **June 21, 2018**.

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: <http://www.dal.ca/about-dal/leadership-and-vision/dalforward/strategic-direction.html>

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 – Two letters in support of the nomination (maximum 2 pages double spaced per letter)

Please submit your complete nomination package as a single PDF file. This nomination form has been designed to be completed in Adobe Acrobat Reader.

Part 1 – NOMINATION

Nominee:

_____	Name
_____	Position/Title
_____	Unit, Department/Faculty
_____	Dalhousie Phone Number
_____	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, 2013 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, 2013.

Submitted By:

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

Supervisor Direct report Peer Other

Part 2 – SUPPORTERS

Below, please list **two** other employees who have agreed to support the nomination. Letters of support from them must be included in the nomination package. Ensuring that there is variety in supporter type (supervisor, direct report and/or peer) and unit/department/faculty of the university will strengthen the nomination.

_____	(Name, Supporter #1)
_____	(Position/Title)
_____	(Unit, Department/Faculty)
<input type="checkbox"/> Supervisor <input type="checkbox"/> Direct report <input type="checkbox"/> Peer <input type="checkbox"/> Other	(Relation to nominee)

_____	(Name, Supporter #2)
_____	(Position/Title)
_____	(Unit, Department/Faculty)
<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 no more than 5 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. Impact on the part of the university community that the member serves
4. Alignment with organizational mission, vision and values
5. Positive influence and leadership - see competencies (page 1)

Nominations will not be considered unless this information is included.

Part 4 – TWO LETTERS OF SUPPORT

Each letter of support may be a maximum of 2 pages (double-spaced). Nominations will not be considered without a letter of support from each of the Supporters listed above in Part 2. It is recommended that support letters provide information on how the nominee meets all five key factors of the award, as described above.

Please **do not provide** more than two 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.