

## Dalhousie University Department of Psychiatry

### Extra Mile Award

#### Terms of Reference

#### **Purpose:**

The Department of Psychiatry's Extra Mile Award has been created to recognize exceptional contributions by department members who have truly gone "the extra mile" in service to the department by advancing its mission in the areas of education, research, clinical care, and advocacy.

Examples may include taking on additional duties when colleagues are on leave or during position vacancies, or any other way you feel someone has stepped up or gone above and beyond the call of duty!

#### **Eligibility:**

All Dalhousie department faculty members, staff, and allied health professionals are eligible for this award.

**Frequency:** Up to quarterly.

Candidates for this award will be considered on a quarterly basis.

#### **Criteria:**

- Candidates can be an individual or team, including allied health professionals and non-department members.
- Candidates can only win once every two calendar years.
- Multiple awards may be given out each cycle (e.g., every three months).

#### **Nomination:**

Faculty, staff, learners, and stakeholders of the department may submit a nomination to the Awards Committee via this link: <https://medicine.dal.ca/departments/departments-sites/psychiatry/news-publications/extra-mile-award-nomination-form.html>. The nomination should include a brief (less than 200 words) statement describing the nominee's exceptional contribution. This statement will also be used for communications and recognition purposes in the department's newsletter. The Awards Committee will review nominations and select the recipients. Multiple recipients may be selected at each iteration.

#### **Recognition:**

Recipients will be recognized in *Headlines*, the department's newsletter, and will be sent a certificate.