

# Nomination guidelines

## The 2010 Faculty of Science Award of Excellence for Staff

The Faculty of Science Award of Excellence for Staff provides recognition for the exceptional performance of staff (individual or team) in the Faculty. Up to two awards will be given out annually. The recipient(s) will receive \$500.

### Who is eligible for nomination?

- Any active full-time or part-time administrative, technical or support staff (or team) within the Faculty of Science (excluding full-time students)

### Limitations on nominations:

- Self-nominations are not accepted;
- Recipients of the Western Award of Excellence within the past three years or previous winners of the Faculty of Science Award of Excellence for Staff are not eligible.

### Who may nominate?

- Any member (or group) from the Faculty of Science

### How to Nominate - Duty of Nominators

- Complete the nominator and nominee information on the nomination form.
- Nomination letter (maximum of 500 words) outlining the exceptional performance demonstrated by the nominee. Please provide specific examples.
- Up to three additional letters of support are encouraged, but are not required.
- Submit your nomination form no later than **August 20, 2010 to Dr. Louise Milligan, Associate Dean, Administration, Office of the Dean, Faculty of Science, Room 191 Western Science Centre**

### Details of award

- The name of winner(s) will be added to the Staff Award Plaque displayed on 1st floor of Western Science Centre
- Winner(s) will receive a framed certificate.
- The 'home' department will receive a framed certificate for display within the Department
- A \$500 cash award; note that a cash award is subject to income tax and a T4A will be issued by the University. In the event that an award is won by a 'team', the cash award will be split amongst the team.

# Nomination for Faculty of Science Award of Excellence for Staff

Name of Nominee(s): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Nominator(s): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_