
Living our Values Award Information and Requirements

AWARD DESCRIPTION

Award Purpose: The Living our Values Award recognizes individual staff members who in the last year have been exceptional in exemplifying **one or more** of the College of Medicine's values in their work and actions. The number of awards given will be at the discretion of the judges.

College of Medicine Values

1. Collegiality
2. Fairness and Equitable Treatment
3. Inclusiveness
4. Integrity, honesty, and ethical behaviour
5. Respect

Prize/Recognition: Certificate or Plaque of Recognition

IMPORTANT DATES

Nominations Open Date: Tuesday February 21, 2023
Nomination Deadline Date: Thursday April 6, 2023
Award Announcement Date: Friday May 5, 2023

NOMINATION REQUIREMENTS

Eligibility:

1. All staff members employed by the College of Medicine are eligible, no matter role, union, phase, location, etc. Individuals employed by the SHA can be nominated as long as they contribute significantly to the College.
2. The nominee must be an **individual**. For team recognition, consider the Team Achievement Award.

Nomination Packages must include:

1. Completed Nomination Form (see pg 2)
2. 1 Letter of Nomination (1000 words max; see pg 3) from the Nominator (who can be any member of the College of Medicine), addressing the Award Criteria listed below.

Award Criteria:

The Letter of Nomination must address the following:

1. Describe the nominee's specific actions in the last year that have exemplified one or more of the [College values](#).
2. Describe how the actions of the nominee have been exceptional.
3. Describe the impact of the nominee's actions.

SELECTION PROCESS

- An ad hoc committee of at least 4-5 College of Medicine members will adjudicate the nominations.
- Each committee member will use the Adjudication Rubric (see pg 5 & 6) to score and rank the nominees, followed by discussion, and arriving at consensus of the two successful recipients.

Email the nomination package (pg 2-4 of this document) to erin.prosser-loose@usask.ca by **Thurs April 6th, 2023**



Living our Values Award Nomination Form

Nominee Information:

Name: _____
Current Position: _____
Email: _____

Primary Nominator Information:

Name: _____ Current Position: _____
Email: _____ Signature: _____
Consent to publicly acknowledge you if your nominee is successful? Yes No

If you are submitting the nomination on behalf of a group, please indicate additional nominators:



Living our Values Award Letter of Nomination

Use the space below to address the following Award Criteria (1000 words max):

1. Describe the nominee's specific actions in the last year that have exemplified one or more of the [College values](#).
2. Describe how the actions of the nominee have been exceptional.
3. Describe the impact of the nominee's actions.



Living our Values Award Adjudication Rubric

This form will be used by the Adjudication Committee to score and rank nominees.

Notes for Adjudicators:

- Nominees will be assessed based on the information in the nomination package only.
- Be aware of the variation in staff roles and be mindful not to inappropriately compare nominees with very different roles and expectations.
- Do you have a close personal or working relationship with this nominee that may cause a biased assessment? Yes No
 - If so, please email erin.prosser-loose@usask.ca so alternate arrangements can be made.
- Does the nominee meet eligibility requirements? Yes No

Award Criteria:	0 No evidence	1 Limited evidence	2 Average evidence	3 Strong evidence	Comments
Describe the nominee's specific actions that have exemplified one or more of the College values .					
Describe how the actions of the nominee have been exceptional.					
Describe the impact of the nominee's actions.					
Summed Scores					Total Score =

Rank _____

Living our Values Award Adjudication Rubric

***This form will be used by the Adjudication Committee to score and rank nominees.
Nominators may wish to be guided by this rubric in writing the letter of nomination.***

Award Criteria:	0 No evidence	1 Limited evidence	2 Average evidence	3 Strong evidence
Describe the nominee's specific actions that have exemplified one or more of the College values .	<i>None identified</i>	<i>The nominee's actions are limited or unclear and do not align with a College value.</i>	<i>The nominee's actions are general or non-specific, and/or do not strongly align with a College value.</i>	<i>The nominee's actions are specific and clear, and are strongly aligned with a College value.</i>
Describe how the actions of the nominee have been exceptional.	<i>None identified</i>	<i>The nominee's actions and whether they are exceptional are limited or unclear.</i>	<i>Nominee's actions appear to be at the level of expectation.</i>	<i>The nominee's actions are clearly exceptional.</i>
Describe the impact of the nominee's actions.	<i>None identified</i>	<i>The impact of the nominee's actions are limited or unclear.</i>	<i>The impact of the nominee's actions are moderate in impact.</i>	<i>The impact of the nominee's actions are strong.</i>