
Team Achievement Award

Information and Requirements

AWARD DESCRIPTION

Award Purpose: The Team Achievement Award recognizes a team (formal or informal) of staff members (2 or more individuals) whose exceptional actions in the last year, including demonstration of collegiality, respect, and inclusiveness, have been key in the achievement of an outcome, or in making progress towards an outcome, in either a lead or supporting role. The number of awards given will be at the discretion of the judges.

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.
2. The team members can be located at any site.
3. The team might include non-staff members (faculty, learners, residents, etc), however, the nomination letter must focus on the **staff team members**, of which there must be **at least 2** individuals.
4. The team may include individuals who are employed by a partner organization (such as SHA), community organization, and others.

Nomination Packages must include:

1. Completed Nomination Form (see pg 2)
2. 1 Letter of Nomination (1000 words max; see pg 4) from the Nominator (who can be any member of the College of Medicine), addressing the Award Criteria listed below.

Award Criteria: Nominations must address the following:

1. Describe the team's specific actions in the last year, including how they demonstrated collegiality, respect, and inclusiveness, that have been key in the achievement of an outcome, or in making progress towards an outcome, in either a lead or supporting role.
2. Describe how the actions of the team have been exceptional.
3. Describe the impact of the team'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 teams.

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

Team Achievement Award Nomination Form

Nominated Team Name: _____

Please list the staff members of the team being nominated below:

Name	Position	Department/Unit or other org	Location (Saskatoon, Regina, Rural)	E-mail address

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 list additional nominators:



Team Achievement Award

Letter of Nomination

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

1. Describe the team's specific actions in the last year, including how they demonstrated collegiality, respect, and inclusiveness, that have been key in the achievement of an outcome, or in making progress towards an outcome, in either a lead or supporting role.
2. Describe how the actions of the team have been exceptional.
3. Describe the impact of the team's actions.



Team Achievement 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. Measure nominees against the rubric below only.
- 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 team’s specific actions in the last year, including how they demonstrated collegiality, respect, and inclusiveness, that have been key in the achievement of an outcome, or in making progress towards an outcome, in a lead or supporting role.					
Describe how the actions of the team have been exceptional.					
Describe the impact of the team’s actions.					
Summed Scores					Total Score =

Rank _____

Team Achievement 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 team's specific actions in the last year, including how they demonstrated collegiality, respect, and inclusiveness, that have been key in the achievement of an outcome, or in making progress towards an outcome, in a lead or supporting role.	<i>None identified</i>	<i>The team's actions are limited or unclear and do not appear to be key in achieving an outcome.</i>	<i>The team's actions are general or non-specific, and/or unclear how they have been key in achieving an outcome.</i>	<i>The team's actions are specific and clear, and are key in the achieving the outcome.</i>
Describe how the actions of the team have been exceptional.	<i>None identified</i>	<i>The team's actions and whether they are exceptional are limited or unclear.</i>	<i>The team's actions appear to be at the level of expectation.</i>	<i>The team's actions are clearly exceptional.</i>
Describe the impact of the team's actions.	<i>None identified</i>	<i>The impact of the team's actions are limited or unclear.</i>	<i>The impact of the team's actions are moderate in impact.</i>	<i>The impact of the team's actions are strong.</i>