



## **UBC DEPARTMENT OF OBGYN STAFF SERVICE AWARD 2017**

The Department of Obstetrics & Gynaecology employs a talented and dedicated staff throughout our locations, all of whom contribute to the successful activities of the department and deserve recognition. There are not many awards or opportunities to recognize staff achievements and outstanding contributions. The Department Staff Service Award is an appropriate way for the Department to acknowledge truly outstanding service that goes well beyond the call of duty. Up to four awards will be awarded annually, one for each of the staff employees groups employed by UBC represented within OBGYN: Management and Professional Staff, Non-Union Research Technicians and CUPE 2950 Clerical and Administrative Staff and one additional category: Non-UBC administrative staff. We recognise that we work closely, not just with those employed by the University, but we are also supported by many talented administrative people who are employed by the Health Authorities.

### **Award Criteria: UBC OBGYN Staff Award for Service**

The awards will be presented on an annual basis to staff members employed or closely associated with the Department whose contributions in areas such as service, administration and leadership have had a significant and positive impact in achieving the strategic priorities of the Department, as defined in the Strategic Plan. The criteria are:

- Outstanding and sustained contributions to their unit within the Department
- Have improved the value, efficiency and sustainability of the service they provide
- Have positively influenced the perception of the Department in the UBC or local community

### **Timeline**

Nominations will be requested for submission to the Administrative Director by **1 December 2017**. The submission should identify the individual being nominated, the employee group (M&P, Non- Union Tech, CUPE 2950, non-UBC) and clearly spell out what attributes prompted the nomination.

### **Eligibility**

All administrative, technical and research staff are eligible. This includes all of the management, unionized and non-union staff. If necessary, nominators can consult the [Administrative Director](#) for clarification on nominee eligibility, should there be any ambiguity. Student appointees and faculty appointees (including postdocs and research associates) are not eligible.

### **Review of Nominations**

The Department Awards Committee will consider the nominations and make a recommendation to the Department Head for up to four winners, one in each employment group, as appropriate. The UBC winners may also be nominated for the Faculty of Medicine Applegarth Staff Service Awards which recognizes excellence in personal achievements and outstanding contributions to the Faculty of Medicine.

### **Prize**

The awards will consist of a gift certificate of \$200 and a certificate for each recipient to be presented publicly by the Department Head at the annual UBC Department Seasonal Celebration on 25 January 2018.



## Department of Obstetrics & Gynaecology Staff Service Award Nomination Form 2017

Nominee name: \_\_\_\_\_

Position: \_\_\_\_\_

Employment group (if known): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Nominee work location: \_\_\_\_\_

Nominee email: \_\_\_\_\_

Nominator: \_\_\_\_\_

Nominator Position: \_\_\_\_\_

Nominator email address: \_\_\_\_\_

In addition to this nomination form, nominators should include in the package:

- A nomination letter detailing the nominee's outstanding contributions and explaining how the nominee meets the award criteria.
- 2 additional letters of support from colleagues or students.

Please submit the completed application and supporting material via email to: [andi.martin@ubc.ca](mailto:andi.martin@ubc.ca)

**Deadline for submission is 1 December 2017**