

CSM STAFF EXCELLENCE AWARDS
CATEGORY: OPERATIONAL EXCELLENCE AWARD

INDIVIDUAL AWARD

Description: The Operational Excellence Individual Award recognizes outstanding personal contributions towards operational excellence at the Cumming School of Medicine.

Qualification Criteria:

Achieves continuous improvement in operational excellence by making suggestions for the (re)design and/or implementation of new systems and processes.

Develops partnerships and contributing to an environment of collaboration and workflow optimization by proactively sharing knowledge, ideas, and solutions.

Implements quality improvements aimed at improving processes, workflows, or systems to make the CSM run more efficiently and effectively.

Achieves operational efficiencies in the university environment through creative problem solving.

Demonstrates initiative or influence by championing innovative initiatives that advance operations to align with the vision, mission and/or values reflected in the Cumming School of Medicine's Strategic Plan.

Utilizes a solution-oriented approach that results in quality or operational improvements that are impactful to the research, administrative or educational outcomes for the faculty.

Resources: [Recommendation for writing nomination letter](#)
[Suggestions for writing a nomination](#)
[Avoiding gender bias in letter of reference](#)

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TEAM AWARD

Description: The Operational Excellence Team Award recognizes excellence in collaborative achievements and contributions towards operational excellence at the Cumming School of Medicine.

Qualification Criteria:

Creates collaborative team initiatives that advance continuous improvement in operational excellence through innovation in the (re)design and /or implementation of new systems and processes.

Develops partnerships that contribute to an environment of collaboration and workflow optimization by proactively sharing knowledge, ideas, and solutions.

Works collaboratively to implement quality improvements aimed at improving processes, workflows, or systems to make the CSM run more effectively and efficiently.

Collaborates to achieve operational efficiencies in the university environment through creative problem solving.

Works enthusiastically and skillfully as a team to champion innovative initiatives that advance operations to align with the vision, mission and/or values reflected in the Cumming School of Medicine's Strategic Plan.

Operates as a solution-orientated team resulting in quality or operational improvements that are impactful to the research, administrative or educational outcomes for the CSM.

Resources: [Recommendation for writing nomination letter](#)

[Suggestions for writing a nomination](#)

[Avoiding gender bias in letter of reference](#)

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1. CSM Staff Excellence Nomination Form for:

- Operational Excellence – Individual Award AUPE MaPS
 Operational Excellence – Team Award

2. Nominee Information

First and Last Name(s):	Position Title(s)
<input type="text"/>	<input type="text"/>
Unit(s): <input type="text"/>	
Email(s): <input type="text"/>	

3. Nominator Information

First and Last Name(s):	Position Title(s)
<input type="text"/>	<input type="text"/>
Unit(s): <input type="text"/>	
Email(s): <input type="text"/>	
Relationship to Nominee: <input type="text"/>	

Does the individual nominee or any members of the team nominee identify as a member(s) of an under-represented equity-deserving group including women, Indigenous Peoples, racialized persons, persons with disabilities, LGBTQ2S+ (as defined by UofC).
Yes No Don't know

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In the nomination letter, please indicate how the individual/team exemplifies one or more goals towards achieving Service to People and Partners awards.

For teams awards, at least two nomination letters by individuals **outside** of the team should be submitted. Team managers or members **should not** nominate their own team.

Resources: [Best practices for letters of recommendation.](#)