

Nominations for **Most Valuable Person Award**

A message from Marlene Balena, Administrative Coordinator / Biomedical Sciences:

Dear Colleagues:

I am sending this email to remind you that nominations are now being solicited for the Most Valuable Person Award (see attached criteria and procedures for this award). As you will note, the deadline for nominations of a member of the support staff is March 15, and nominations should be returned to Rosemary Cooke.

We encourage everyone to give some thought to this valuable exercise as outstanding contributions should not go unnoticed.

Thank you and good luck with your nomination.

Marlene

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Most Valuable Person Award Faculty of Dentistry

Description of Awards Program

The Most Valuable Person Award recognizes the outstanding contributions of administrative and support staff to the Faculty. Eligible employees will be selected primarily for job-related contributions, but other activities or support relating to the mission of the University may be considered. An award of \$2,000 will be presented at the Annual Staff Dinner and the recipient's name will be inscribed on a plaque.

Please note: Previous Award recipients will not be eligible for renomination for a period of five (5) years.

Eligibility and Nomination Procedures

All current administrative and support staff members (who receive a McGill University pay cheque) are eligible to either nominate themselves or be nominated by any member of McGill University's academic, administrative and support staff, and students.

It is the responsibility of the person making the nomination to:

Include a one-page statement explaining fully the reasons for the nomination;

Obtain letters of reference/support (maximum three letters of 1-3 pages in length – any additional letters will be omitted).

Submit all documents in one envelope to the Dean **by March 15.**

Most Valuable Person Awards Advisory Committee

Selection Criteria

Nominations will be reviewed by the Faculty of Dentistry Executive Committee and consideration will be given to the accomplishments of each nominee, with particular emphasis on the past year's achievements in *each* of the following areas:

1. Service orientation, customer service
2. Dedication and caring, quality of work life
3. Creativity, problem-solving
4. Initiative
5. Innovation
6. Motivation, morale enhancement
7. Teamwork
8. Productivity, workplace efficiency
9. Public relations
10. Service to the community

11. Cost-effectiveness and/or revenue-generation

Nominators may also wish to highlight the following:

- Performance that consistently exceeds expectations.
- A particular contribution that was outstanding and/or of great distinction.
- The development and/or implementation of a new or improved process or program that resulted in a significant improvement in morale, productivity, service to the community, cost savings, or increased revenues.
- Breadth of impact over and above what is usually expected including activities outside specific job responsibilities.
- Evidence of significant initiatives and performance over and above what is usually expected.