



## Guidance for making an Annual Staff Award Nomination

1. The award details can be seen on the [School of Medicine external website page](#).
2. Nominations are made by completing the nomination form available on the [School of Medicine external website page](#) or [School of Medicine Intranet Page](#).
3. Nominations should include examples of the work carried out in the last 12 months, relevant to the category in which the individual or team is being nominated. A nominator should provide as much detail as possible in **no more than 500 words** ensuring you emphasise evidence of impact/scope and reach of the activities of the nominee. Only information provided on the nomination form will be considered by the Annual Staff Awards Review Panel. No prior knowledge or additional information will be used to inform the panel's decision.
4. Nominations are welcome from colleagues, students, collaborators and partners, from across the University and externally. Colleagues are able to self-nominate.
5. There is no limit to the number of nominations a person can make, but a new nomination form must be completed for each nomination with specific details about how each nomination differs.
6. Category information now states who is eligible to be nominated for an award, please do refer to this when completing your nomination.
  - i) If an individual is not eligible for an award (due to eligibility criteria), the panel will not consider the nomination.
  - ii) Only the Dean and Head of the School of Medicine can nominate an individual for the Dean's Special Recognition Award.
  - iii) The panel can use their discretion to change a nomination award category, if they feel the individual is better suited to another category.
7. The nominations will be considered by the Annual Staff Awards Review Panel, which will consist of members from the School Senior Leadership Team and the People Committee. The decision of the Annual Staff Awards Review Panel is final.
8. All nominees will be invited to attend an award ceremony at the School of Medicine Annual Staff Conference, where the Award winners will be announced.
9. Winners of the awards will have their names, abridged nomination details and photographs published on the [School of Medicine Intranet Page](#) and within the Staff Weekly Newsletter.