



Guidance for making an Annual Staff Award Nomination

1. The award details can be seen on the [School of Medicine external website page](#) and School of Medicine Intranet 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, 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. 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, there is no right of appeal.
7. All nominees will be invited to attend the School Annual Staff Awards Event, where the Award winners will be announced.
8. 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.