

Marcia Bennett OUHSC Leadership and Mentoring Award for Staff

1. Award Eligibility:

- a. To be eligible for the award, nominees must meet all of the following eligibility criteria:
 - i. Is a full-time staff member of the Health Sciences Center who does not hold a faculty appointment
 - ii. Has a minimum of 7 years' service as an OUHSC staff member
 - iii. Is serving in a benefits eligible position at OUHSC at the time of nomination
 - iv. Is in good standing with the University at the time of nomination
 - v. Recipients of the Regents' Award for Superior Staff are ineligible for this award, as are previous recipients of this award
 - vi. Staff members with the title of Associate Vice President or higher are ineligible for this award

2. Award Selection:

- a. Committee Members – Award recipient will be selected by a Selection Committee comprised of at least five full-time HSC staff members who have at least 7 years of service each. Members will be appointed by the Senior Vice President and Provost. The Vice Provost will serve as Chair.
 - i. Committee membership will consist of:
 1. One staff member appointed by the Office of the Senior Vice President and Provost
 2. Two staff members elected by the HSC Staff Senate
 3. A member of the current cohort enrolled in the HSC New Leader Development program or the HSC Leadership Council
 - ii. Members will rotate off two at a time, every year in the month following the presentation of the award and following the debrief.
 - iii. Members may serve more than one term but are not eligible to be award nominees during any term of service. If any member is nominated during a term, the member may resign from the committee and be considered as a nominee.
- b. Selection – Selection will be based on nominee eligibility and how well the application materials document the nominee's leadership and mentoring activities at HSC, as described in the award criteria (below) and determined by the Selection Committee. **The success of your nominee depends on the quality of your nomination letter. Please include specific examples.**
- c. Debrief – Selection Committee members will debrief no later than the month following the award presentation, assessing the nomination, review, and selection processes and will make recommendations for improvement, as needed, to the Office of the Senior Vice President and Provost.

3. Award Announcement:

- a. The Selection Committee will draft the award announcement and invitation to apply for the award and send it to the Office of the Senior Vice President and Provost by the end of the calendar year preceding the award year. Notice methods will include email and posting on key HSC web pages.
- b. The Office of the Senior Vice President and Provost will distribute the notice to the HSC community by third week of January each year, with submissions due by the last week of February.
- c. No late submissions will be accepted.

4. Award Nomination Process:

- a. Nomination is by letter to the Selection Committee (no more than 3 single-spaced pages, including attachments) that describes how the individual meets the award criteria below. You can include comments from multiple people in the same nomination letter.
 - i. Self-nomination – HSC staff members who meet the award eligibility criteria may self-nominate.
 - ii. Nomination by other – Any HSC or OU Health employee can nominate an eligible HSC staff member for the award.

5. Award Criteria:

- a. Recipient will be selected on the basis of demonstrated leadership and mentorship in the recipient's staff role at HSC. Consideration will be given to factors such as how the applicant meets the criteria below. Please address each criterion as explicitly as possible:
- b. Invests in People at all Levels of the University
 - i. Mentors students, faculty, staff, administrators, etc.
 - ii. Gets the right people to the table and invites input from all who may be impacted
 - iii. Works to give others the opportunity to shine; acknowledges others
 - iv. Promotes diversity in projects, committees, interactions, etc.
- c. Leads in Service to the University
 - i. Leads from the sidelines – not always from the front
 - ii. Guides others through difficult situations
 - iii. Asks hard or thought-provoking questions; willing to facilitate negotiation of difficult matters and to identify and resolve conflict
 - iv. Is willing to do the work and to work side-by-side with others to resolve the issue
- d. Is a Problem-Solver
 - i. Is not hesitant to tackle complex tasks or to work with complex people – does not let challenges or problems fester
 - ii. Manages difficult situations with grace and integrity
 - iii. Offers solutions for consideration by others; is able to develop and implement solutions

6. Award and Presentation:

- a. The award recipient will be announced by the Senior Vice President and Provost at the Annual Staff Senate Recognition Ceremony.
- b. The award will include:
 - i. A clock engraved with the recipient's name and the award title and year, and
 - ii. A \$3,000 monetary award.

FAQ's

Q. Are faculty members eligible for this award?

A. No, please refer to the following link for faculty awards and honors.

<https://provost.ouhsc.edu/Policies-and-Procedures/Faculty-Awards-and-Honors#817093937-calls-for-nominations>

Q. How do I make a nomination?

A. You must compose a letter outlining how the nominee qualifies for this award. Please include specific examples.

Q. When will the recipient be announced?

A. If a recipient is chosen from the nominees, the recipient will be announced at the annual Staff Recognition Ceremony.

Q. Can the nomination be from an entire department or group of people?

A. Yes, please just be sure the letter(s) does not exceed three pages.

Q. Can I nominate myself?

A. Yes, you must compose a letter outlining how you qualify for this award. Please include specific examples.