

Marcia Bennett OUHSC Leadership and Mentoring Award for Staff

1. Award Eligibility:

- a. To be eligible for the award, a nominee 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 and award
 - iv. Is in good standing with the University at the time of nomination and award
- b. Recipients of the Regents' Award for Superior Staff are ineligible for this award, as are previous recipients of this award
- c. 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. Chair, Vice Provost Health Sciences Administration
 2. One staff member appointed by the Office of the Senior Vice President and Provost
 3. Two staff members selected from nominees from the the HSC Staff Senate
 4. A current member or graduate of 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.
 - iv. Members may not be nominators/letter writers during their term.
 - v. 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 of each criteria/category.** This needs to be a description of how the nominee exceeds your expectations for the role, how they excel (i.e., work on a particular project, improvement to a specific process, time invested in others), etc.

- b. 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 the 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. Comments from multiple people may be included in the same nomination letter.
 - i. Self-nomination – HSC staff members who meet the award eligibility criteria may self-nominate by submitting a letter meeting the criteria below.
 - ii. Nomination by other – Any benefits eligible HSC or OU Health employee can nominate an eligible HSC staff member for the award by submitting a letter meeting the criteria below.

5. Award Criteria:

Recipient will be selected on the basis of demonstrated leadership and mentorship in the recipient's staff role at HSC. Consideration will be based on how well the applicant meets the criteria below. **Please address each criterion as explicitly as possible, including examples:**

- a. Invests in People at all Levels of the University, such as by:
 - Mentoring students, faculty, staff, administrators, etc.
 - Getting the right people to the table and inviting input from all who may be impacted
 - Working to give others the opportunity to shine; acknowledging others
 - Demonstrating inclusivity in staffing projects & committees, offering opportunities, and encouraging others.
- b. Leads in Service to the University, such as by:
 - Leading from the sidelines – not always from the front
 - Guiding others through difficult situations
 - Asking hard or thought-provoking questions; being willing to facilitate negotiation of difficult matters and to identify and resolve conflict
 - Being willing to do the work and to work side-by-side with others to resolve the issue

- Going above and beyond in their role. Striving to make the workplace or campus a better place
 - Serving on committees, volunteering at the department level or above, engaging in service outside of the job description
- c. Is a Problem-Solver, such as by:
- Not hesitating to tackle complex tasks or to work with complex people –not letting challenges or problems fester
 - Managing difficult situations with grace and integrity
 - Offering solutions for consideration by others; being able to develop and implement solutions

6. Award and Presentation:

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

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. (See section 5, Award Criteria)

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, but the nomination letter must 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. (See section 5, Award Criteria)

Q. Can multiple nominations be accepted for one nominee?

A. No, only the first nomination received will be considered for the award year, so consider collaborating!