Dr. Marcia Bennett OU Health Campus Leadership and Mentoring Award

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 Health Campus <u>staff</u> member
      ii. Has a minimum of 7 years' service as a Health Campus <u>staff</u> member
      iii. Is serving in a benefits eligible <u>staff</u> position at OUHC at the time of nomination and award; and
      iv. Is in good standing with the University
   b. Recipients of the Regents' Award for Superior Staff and Employee of the Month are ineligible for this award, as are previous recipients of this award
   c. Staff members with the title of Associate Vice President or Associate Vice Provost 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 four full-time OUHC employees who have at least 7 years of service each. Members will be appointed by the Senior Vice President and Provost.
      i. Members will rotate off two at a time, every two years in the month following the presentation of the award and following the debrief.
      ii. 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.
      iii. Members may not nominate or participate in the nomination of staff members for this award during their two years of service.
   b. Selection – Selection will be based on nominee eligibility and how well the application materials document the nominee's leadership and mentoring activities at OUHC, as described in the award criteria (below) and determined by the Selection Committee.
      i. No consideration will be given to the staff member's title, level of responsibility, or level of authority associated with the nominee's title.
   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 designee 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.
   b. The Office of the Senior Vice President and Provost will distribute the notice to the OUHC community by mid-March, with submissions due in April.
   c. Notice methods will include email distribution and Provost's Office website.

4. **Award Nomination Process:**
   a. Nomination is by submission of the nomination form to the designated email address. The nomination will describe how the individual meets the award criteria below.

NOTE: If more than one nomination for a single nominee is received, only the first nomination received will be considered. Nominators are encouraged to coordinate with colleagues to avoid multiple submissions.

   i. Self-nomination – OUHC staff members who meet the award eligibility criteria may self-nominate.
   ii. Nomination by other – Any OUHC, University, or OU Medicine/OU Health employee can nominate an eligible OUHC staff member for the award.

5. Award Criteria:

Recipients will be selected on the basis of demonstrated leadership and mentorship in the recipient's staff role for the OU Health Campus. Recipients of the Regents' Award for Superior Staff and Employee of the Month are ineligible for this award, as are previous recipients of this award. Consideration will be given to the factors below, so nomination materials should address how the applicant:

a. Invests in People at all Levels of the University

   i. Mentors others

   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; acknowledge others

   iv. Promotes thought in projects, committees, interactions, etc.

b. 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

c. Is a Problem-Solver

   i. Is not hesitant to tackle complex tasks or to work with complex roles – does not let challenges or problems fester

   ii. Manages difficult situations with grace; asks hard or thought-provoking questions; willing to facilitate negotiation of difficult topics and to identify and resolve challenges or conflict.

   iii. Offers solutions for consideration by others; is able to develop and implement solutions

One double-spaced, single-sided page may be added to the nomination form if needed.

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 Employee 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 (taxable) monetary award.

FAQs

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 complete the nomination form 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 Senate Employee Recognition Ceremony.

Q. Can the nomination be from an entire department or group of people?
A. Yes, but the nomination form must not exceed the stated length. *(See section 5, Award Criteria.)

Q. Can I nominate myself?
A. Yes. Complete the nomination form 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!

One double-spaced, single-sided page may be added to the form if additional space is needed.