

## **Marcia Bennett OUHSC 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 staff member of the Health Sciences Center
  - 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

### **2. Award Selection:**

- a. Committee Members – Award recipient will be selected by a Selection Committee comprised of at least four full-time HSC 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 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.
  - 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 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 HSC community by third week of January each year, with submissions due by the last week of February.
- c. Notice methods will include email and posting on key HSC web pages.

### **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.

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

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- i. Self-nomination – HSC staff members who meet the award eligibility criteria may self-nominate.
- ii. Nomination by other – Any HSC or OU Medicine/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:
  - 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; acknowledges others
  - iv. Promotes diversity of membership and thought in projects, committees, interactions, etc.
- b. 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; acknowledges others
  - iv. Promotes diversity of membership and thought 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
- 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 Luncheon.
- 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. (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 4, 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!