



Effective Team Award Nomination Form

The Effective Team Award Guidelines and Policy 960-13 should be read before completing this form.

Please complete all parts of this form and forward to the Vice-President, Student Affairs and Campus Life. The quality of the information provided may directly affect the decision of the Review Committee. Information, which is thorough and detailed, will assist the Committee in understanding the rationale for the nomination.

A. Nomination

I, the undersigned, hereby nominate the following for an Effective Team Award:

_____ Department _____
Name (Please print)

_____ Department _____
Name (Please print)

_____ Department _____
Name (Please print)

_____ Department _____
Name (Please print)

_____ Department _____
Name (Please print)

B. Rationale for Nomination

Please support the nomination by providing detailed information in respect of the criteria below. This information should be provided as an attachment. Nominations are encouraged if a team or group meets the following criteria.

1. There is a collaboration between employees from different University departments.
2. Work is "beyond the call of duty", or beyond regular workload.
3. The team's accomplishment(s) benefits the University community, and/or enhances the University's image, and/or builds a sense of University community.
4. The team's accomplishment(s) is consistent with the University's vision and/or mandate.
5. The outcome of the work adds to the general well-being, satisfaction and happiness of employees.
6. The work of the group has been accomplished through a collaborative and cooperative process.

Dated this _____ day of _____, 20____.

Nominator's name: _____ Department: _____

Nominator's signature: _____ Phone: _____

Relationship to University (e.g. employee, student, etc.):

Mount Royal University

Effective Team Award

Guidelines

The following is a summary of the University policy on the Effective Team Award. Please refer to the Policy POL 960-13 for more information.

A. The Award

The purpose of the Effective Team Award is to recognize and reward employees who work together collaboratively as a team or group and whose work is significantly beneficial to the University.

The Award will consist of an appropriate framed scroll and an amount of up to fifteen hundred dollars (\$1,500), to be shared in a manner determined by members of the group.

B. Eligibility

A team or group must consist of at least four (4) University employees (full-time and part-time employees are equally eligible). The group may also include University students, or employees of companies who have a formal contractual relationship with the University (e.g., Sodexo, Scott-Young).

C. Criteria

Teams or groups nominated will be considered by the Review Committee in terms of the criteria listed below. It is not intended that a team or group needs to meet all of the criteria to be eligible for recognition. Nominations are encouraged if a team or group meets the following criteria.

1. There is a collaboration between employees from different University departments.
2. Work is "beyond the call of duty", or beyond regular workload.
3. The team's accomplishment(s) benefits the University community, and/or enhances the University's image, and/or builds a sense of University community.
4. The team's accomplishment(s) is consistent with the University's vision and/or mandate.
5. The outcome of the work adds to the general well-being, satisfaction and happiness of employees.
6. The work of the group has been accomplished through a collaborative and cooperative process.

D. Nominations

Nominations are to be made on the form available from the Department of Human Resources or by accessing the electronic version of the form on the "L" or "P" drives under "Forms", "HR".

Nominations can be made by any member of the University community (i.e., employees, students, members of the public with direct involvement with the University, contractors, etc.) who is not a member of the team or group being nominated.

It is very important that the nominator provide full and complete information regarding how the team or group has met the criteria. A nomination that consists of one short paragraph regarding how the criteria have been met may disadvantage the nomination if other nominations include one or more pages of information.

Nominations are to be submitted to the Vice President, Student Affairs and Campus Life.