



Staff Excellence Award

Purpose: To recognize outstanding contributions by a member of the staff of the Department of Family Medicine (DFM). This award seeks to recognize an individual's expertise in their role, to recognize the importance of DFM staff roles, and to recognize overall achievement.

Eligibility: Any individual who works at the central office of the University of Manitoba's Department of Family Medicine or one of the department's teaching sites.

Selection: The selection committee will consider the following criteria:

- Demonstrated sustained excellence through the support of department administration, and/or teaching and research endeavours over a period of at least three years.
- Being held in high regard by colleagues, staff, students, faculty and senior administration.
- Contributed on a regular basis to the success of the Department.
- Outstanding contribution within the nominee's usual role, to the success of a single event of importance to the DFCM.
- Contributions to the success of a DFM project, program, or initiative that falls beyond the nominee's usual role.

Process: Nominations can be made by any faculty or staff member of the DFM, including self-nomination. The nominations and applications will be considered by the DFM Promotion and Awards Committee. The nominator is responsible for the collection and submission of the award application/nomination package and informing the nominee of their nomination.

Application Package: The following will be required as part of the candidate's application and must be emailed to DFMAwards@manitoba.ca by the deadline **April 24, 2024**.

1. A completed form
2. Two letters of support
3. A current and complete curriculum vitae (CV)
4. Additional material documenting evidence of excellence may be submitted

Timeline:

- March 6, 2024: Submissions open
- April 24, 2024: Application submission deadline.
If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.
- May 24, 2024: Award recipient(s) will be contacted in confidence prior to presentation of award at Inspire Annual DFM Awards and then publicly at a later date.

Notes: Recipient will be recognized in the Departmental Newsletter and website.

If there are any questions, please contact dfmfaculty@umanitoba.ca