

The University of British Columbia
Faculty of Medicine
2018 APPLGARTH STAFF SERVICE AWARDS
Deadline: Monday, April 16, 2018

The Applegarth Staff Service Awards recognize excellence in personal achievements and outstanding contributions to the Faculty of Medicine.

Three (3) Awards are offered:

- A plaque and \$500 for an M&P (Management & Professional) staff recipient.
- A plaque and \$500 for a Secretarial/Clerical staff recipient.
- A plaque and \$500 for a Non-Union Technician/Research Assistant staff recipient.

ELIGIBILITY:

All current staff members who support the Faculty of Medicine (non-faculty) including senior management and administrative personnel.

NOMINATION PROCEDURE:

Any Faculty of Medicine faculty or staff members may nominate candidates for these awards. Nominators are required to provide rationale and background information on the individual nominees based on the judging criteria. Support letters from other colleagues and students are strongly encouraged, and must also address the judging criteria. Maximum 3 letters in addition to the Nominator's recommendation letter.

Provided the nomination package is updated by the nominator, each nomination will stand for two years. Decisions made by the Adjudication Committee are final and may not be appealed.

JUDGING CRITERIA FOR THE APPLGARTH STAFF SERVICE AWARDS:

Criteria must be addressed in the nomination letter; examples of how the nominee has met these criteria should be included:

1. Outstanding and sustained contributions to their unit within the Faculty of Medicine.
2. Has improved the value, efficiency and sustainability of the service they provide.
3. Has maintained a consistently high quality of service to their unit (to students, faculty, etc.)

DEADLINE FOR NOMINATIONS:	Monday, April 16, 2018 (strict deadline)
ANNOUNCEMENT OF WINNERS:	Summer 2018
AWARD PRESENTATIONS:	October 2018

For further information, please contact:

Ms. Shanda Jordan Gaetz
Executive Director, Faculty Affairs
604 822-2792 or shanda.jordangaetz@ubc.ca

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2018 APPLGARTH STAFF SERVICE AWARDS

NOMINATION FORM

Category:		
Please check	<input type="checkbox"/> M&P	<input type="checkbox"/> Secretarial/Clerical <input type="checkbox"/> Non-Union Technicians & Research Assistants
Nominee's name:		
Nominee's Title/Position and Department/School:		
Nominee's Address (business):		
Nominee's Phone:	Fax:	Email:
Nominator's name:		
Nominator's Title/Position and Department/School:		
Nominator's Address (business):		
Nominator's Phone:	Fax:	Email:

In addition to this Nomination Form, nominators should include in the nomination package:

1. A **nomination letter**, addressed to the Adjudication Committee, explaining how the nominee meets the FOM Applegarth Staff Service Award criteria and why the nominee should be chosen to receive this award. The letter must address the three judging criteria.
2. The nominee's **detailed résumé**.
3. Additional **letters of support** (strict maximum of 3) from colleagues and students are encouraged.
4. A **citation** that summarizes the nominee's outstanding contributions to the Faculty (maximum 100 words) in language suitable for publication. Please email an electronic copy of the citation in "Word" format to Patricia Lou (patricia.lou@ubc.ca).

Completed nomination packages should be submitted **electronically** to the attention of Dr. Deborah Money, Executive Vice Dean c/o Patricia Lou, Governance and Recognition Assistant, at patricia.lou@ubc.ca **no later than 4:30 pm on Monday, April 16, 2018 (strict deadline)**.

If you have any questions, please contact Ms. Lou at (604) 822-0397

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APPLEGARTH STAFF SERVICE AWARDS

PREVIOUS RECIPIENTS

2017	Ms. Lois Moen, Postgraduate Medical Education, Dean's Office
2017	Ms. Doris Metcalf, Biochemistry and Molecular Biology
2016	Mr. Robert Brackenbury, MD Undergraduate Program, Dean's Office
2016	Ms. Winona Kent, Population and Public Health
2015	Ms. Arlene Kallos, Vaccine Evaluation Center
2015	Mr. Taka Murakami, Biomedical Research Centre
2015	Ms. Tracy Henderson, Occupational Science and Occupational Therapy
2014	Gordean Bjornson, Vaccine Evaluation Center
2014	Ian Drake, Life Sciences Institute
2014	Carolyn Andersson & Ingrid Dill, Physical Therapy <i>*co-recipients</i>
2013	Cheryl Bishop, Medical Genetics
2013	Catherine Falk, Dean's Office
2012	Cheryl Niamath, Blusson Spinal Cord Centre
2012	Joanne Wouterse, Pathology & Laboratory Medicine
2011	Ciaran Connolly, Department of Cellular & Physiological Sciences
2011	Andrew Fisher, MD Undergraduate Program, Dean's Office
2010	Virginia Anthony, School of Population and Public Health
2010	Penny Woo, Pathology and Laboratory Medicine
2009	Michael Hockertz, Centre for Molecular Medicine and Therapeutics
2009	Alan Jay, Cellular & Physiological Sciences
2008	Maureen Berard, Surgery
2008	George Spurr, Cellular & Physiological Sciences
2007	Helen Merkens, Biomedical Research Centre
2007	Shirley Tam, Family Practice
2006	Sabrina Cheng, Biochemistry & Molecular Biology
2006	Darcie Prosser, Dean's Office
2005	Patrick Carew, Experimental Medicine, Department of Medicine
2005	Amanda Jones, Medical Undergraduate Education, Dean's Office
2005	Ruth Shafron, Surgery
2004	Sandra Jarvis-Selinger, Continuing Medical Education
2004	Zaira Khan, Physiology
2003	Donna Rota, Medical Undergraduate Education, Dean's Office
2002	Maureen Barfoot, Biomedical Research Centre
2001	Carol Baisley, Continuing Medical Education
2001	Damian Duffy, Paediatrics