EXEMPLARY TEAM RECOGNITION AWARD

Nomination Form

Purpose: This award is to recognize and honour teams who work cohesively, demonstrate a shared commitment to providing exceptional service to the University and use their combined expertise to produce high quality results.

- Complete all sections of form – please type in the boxes provided (they expand to fit text). Total of Sections 1 – 3 must NOT exceed 600 words.
- Include up to 3 letters of support (maximum 250 words each.
- Submit electronically to: staffaward@exec.uoguelph.ca by May 1.

Team Name: _______________________________________
(The team name should be a unique identifier)

Name of Nominee Team Members: (add rows as needed)
PLeASE NOTE: all team members must be current non-academic staff who have served a minimum of 2 years prior to nomination

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<th>Position/Title</th>
<th>Department</th>
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Lead Nominator:

Department:

Position/Title:

Email: Extension:

Second Nominator (signature):

Department:

Position/Title:

Contact Information:

Email: Extension:
Section 1: Please briefly describe the role of the Team at the University of Guelph. The definition of team is not intended to be equivalent to a department. You must clearly identify the roles of the individual team members and how they fit together as a team that is beyond what is normally expected in their job or it could be the role of the team on a specific project.

Section 2: Please describe and give specific examples of the ways in which the Team demonstrates the following:

- **Strong Performance**  Team members work together to meet, and often exceed, the expectations of their internal and/or external clients.
- **Commitment**  Team members are committed to supporting one another, as well as to achieving the goals of the team.
- **Positive Team Climate**  Team members work well together, recognizing their collective accomplishments as well as the contribution of individuals.
- **Respect**  Team members treat each other with courtesy and consideration, respecting diversity and different perspectives.
- **Problem Solving**  Team members collaborate effectively to find workable solutions to challenges.
Section 3: Please describe and give specific examples of the ways in which the Team demonstrates one or more of the selection criteria:

- Exemplary commitment to the University of Guelph and its mission of “excellence in teaching, research and service”.
- Unexpected, unusual, or new/high standard of excellence above and beyond what is normally expected in their job.
- Actions make an outstanding contribution to the University community.