

COLLEGE OF VETERINARY MEDICINE

PVM STAFF EXCELLENCE IN DIVERSITY AND INCLUSION AWARD

NOMINATION FORM

(Refer to the attached Administrative Document #73 for Eligibility and Selection Criteria)

Name of Nominee _____

Department _____

Nomination Document:

1. The nomination document should not exceed 4 pages, single-spaced, with no smaller than 12 point font, and no less than 1" margins.
2. The nomination should include all of the following:
 - a. A narrative explaining the evidence of excellence in advancing diversity and inclusion including documentation of activities and an explanation of their collective impact
 - b. Two letters of support for the nomination in addition to the nomination letter (Not included in page limit)
3. The nominee's Curriculum Vitae or resume (not included in the 4 page limit).

Name of Nominator _____ Date: _____

TITLE: College of Veterinary Medicine “Staff Excellence in Diversity and Inclusion Award”

Background: The purpose of this award is to honor staff at the College of Veterinary Medicine who have demonstrated emerging or sustained excellence in diversity and inclusion endeavors that have impacted the College of Veterinary Medicine community through active contributions that create a welcoming, supportive, and inclusive culture. We value the many dimensions of visible and invisible diversity, including but not limited to race, ethnicity, geography, socioeconomic status, gender, gender identity, sexual orientation, physical abilities, and generational diversity. We also understand the importance of intersectionality, in that individuals can express many dimensions of diversity. The award shall be known as the “Staff Excellence in Diversity and Inclusion Award” and given annually.

Eligibility:

1. All PVM staff members who have actively contributed to diversity and inclusion activities.
2. Recipients of the award shall be ineligible for reconsideration for the following 5 years.

Criteria for Selection:

1. Any staff member who meets the eligibility criteria may be self-nominated or nominated by members of the PVM Community (i.e. faculty, staff, students, department/unit heads, directors, clients, or stakeholders) for consideration by the Selection Committee. The Dean, Associate and Assistant Deans may not nominate colleagues.
2. No more than one award shall be given in any year.
3. The staff member should have demonstrated excellence in advancing diversity and inclusion as evidenced by documentation of activities (i.e. programmatic or policy development, or other accomplishments and recognitions) accompanied by an explanation of these as they support the concept of excellence in diversity and inclusion. The staff member should have also demonstrated service to the College of Veterinary Medicine through participation in committees, meetings, support of College programs, etc. In sum, the staff member’s diversity and inclusion efforts should reflect a personal, professional, and institutional commitment.

Nomination Package:

1. The nomination document should not exceed 4 pages, single-spaced, with no smaller than 12-point font, and no less than 1" margins.
2. The nomination document should include all of the following:
 - a. *A narrative explaining the evidence of excellence in advancing diversity and inclusion including documentation of activities and an explanation of their collective impact.*
 - b. *Two letters of support for the nomination in addition to the nomination letter [Not included in page limit]*
3. A copy of the nominee's curriculum vitae or resume [Not included in page limit]

Procedures:

1. A nomination form will be distributed by the Office for Diversity, Equity, and Inclusion in January of each year.
2. Nomination packets will be due in the Office for Diversity, Equity, and Inclusion in April of each year.
3. An *ad hoc* committee appointed by the Dean and consisting of a subcommittee of PVM's Diversity Action Committee will serve as the Screening Committee. The Screening Committee will review the documents of nominees and recommend none or a maximum of three individuals (listed alphabetically) to the Deans' Committee (Dean and Associate Deans) by the end of May.
4. The Deans' Committee (Dean and Associate Deans) will make the final selection. Where applicable, Assistant Deans may be involved in the final decision making process. A nominee who is a member of the Deans' Committee shall not participate in the selection process.
5. In case there are no nominations, or if in the opinion of the Screening and/or Deans' Committee the nominees are not deserving of the award, no award will be made that year.

The Award:

1. The award will be made during the annual Outstanding Staff Recognition Event.
2. The award shall consist of:
 - a. An individual plaque and payment of \$1000 presented to the recipient.