



EMPLOYEE RECOGNITION AWARDS GUIDELINES (2022)

Nomination Process

- The call for nominations will be made by the Director, Human Resources. Those employed by the University at the time of the call will be invited to submit nominations.
- Nominators will be required to submit the Nomination Form, through MS Forms. Only electronic submissions through MS Forms will be accepted. There is an English and Irish version of the form available on the HR website.
- The closing date/time for the submission of nominations is **Thursday 31st March 2022 @ 17:30**

Nomination Terms & Conditions

- Nominees must come from one of the following employee categories: Administrative, Technical, Professional & Support Services.
- Nominees must be an employee at the time the recipients are being selected (May 2022).
- Employees may not self-nominate.
- Nominees for individual awards must have completed their probation period at the time of nomination to be eligible for consideration for the award.
- Nominees for Individual or Team awards may only be put forward for one award category, in any particular year. It is understood that individual nominees may also be part of a nominated team.
- Nominees for team awards may be from cross disciplinary teams (project teams) if they are within the confines of the above employee categories.
- To progress to the Selection Committee Stage, individuals/teams **must receive a minimum of three completed Nomination Forms**.
- Nominators can make a *maximum* of 2 nominations, which can be 1 for each category or 2 in one category.
- Nominators are required to submit a Nomination Form. Nominators will be required to provide relevant information as to why they believe the nominated individual/team should be considered for the award category under the relevant criteria, based on evidence from the last 12 months. The nominator should ensure that the supporting documentation is completed in full. Please note that a word count **restriction of 500 words** applies to the written statement of support.

- Each nomination is to be submitted by an individual person (a group nomination cannot be made for an individual or for a team).
- Every nomination must include an individually written statement of support. The same written statement of support cannot be used by more than one nominator.
- When nominating a team, the nominator should include the correct team's name and list the names of all team members.
- It should be noted that the nominator will not have a further opportunity to submit further information or make the case for their nominee(s) before the Selection Committee.
- An individual or team will be required to consent to their nomination once the quota of three nominations has been met or exceeded, before they are shortlisted.
- Only electronic submissions will be accepted through MS Forms.
- The closing time/date for the submission of nominations is **Thursday 31st March 2022 @ 17:30**

Criteria for Each Award Category:

The President's Award for Service Excellence.

Nominees will demonstrate the following:

1. **Service Orientation** - Evidence of significant contribution to a service-oriented culture by always putting the service user (student/staff member/people) first. Aims to continuously improve service quality, proactively seeking to understand, uphold and respond to the service users' needs.
2. **Organisational Excellence** - Evidence of promoting and delivering quality and operational excellence. Seeks out and adopts best practice method. Supports Maynooth University in achieving its strategic vision and goals through achieving organisational excellence.
3. **Collaboration** - Demonstrates effective relationships & creates partnerships internally and externally. Demonstrates an interest, respect for and understanding of others, promoting an inclusive environment.
4. **Ethical Integrity** - Upholds MU's ethics & values, demonstrates integrity. Respectfully deals with all individuals external and internal to the University.
5. **Communicating and Influencing** - Conveys information clearly and effectively, influencing outcomes & driving engagement to support a collegial ethos.
6. **Resilience** - Adapts to and embraces changing circumstances, works reliably and responds decisively in pressurised situations. Maintains own personal resilience and demonstrates awareness of others' emotions in times of challenge.

The President's Award for Service Innovation.

Nominees will demonstrate the following:

1. **Innovation** - Generates creative solutions to problems, implements new ideas or approaches for the University's benefit, works to accelerate innovation to support the strategic goals of the University.
2. **Collaboration** - Builds effective relationships & creates partnerships internally and externally. Demonstrates an interest, respect for and understanding of others, promoting an inclusive environment.
3. **Problem Solving & Decision Making** - Breaks down problems systematically, finds workable and timely solutions, evaluates all risks when making decisions and considers the broader implications for the University.

4. **Analysis and Judgement** - Looks ahead and considers external developments, identifying trends and emerging patterns when making important decisions.
5. **Creativity** - Actively encourages and values new ideas, suggestions and approaches and fosters a safe environment in which new ideas and approaches are explored.

Composition of the Selection Committee

A Selection Committee will be responsible for the evaluation of nominations and the selection of the successful recipients. The selection of successful recipients will go to the President for approval.

This year's selection committee is as follows:

- Chair: Director, Human Resources: **Rosaleen McCarthy**;
- Vice-Chair: **Suzanne Ryan**, Learning & Development Manager;
- **Dr. Mark Maguire**, Dean of the Faculty of Social Sciences;
- **Professor Denise Rooney**, Associate Dean of the Faculty of Science and Engineering and Head of Chemistry;
- **Dr. Anne O'Brien**, Head of Media Studies;
- **Cathal McCauley**, University Librarian;
- **Michael Rafter**, Director of Campus & Commercial Services;
- **Sam Blanckensee**, Equality Officer;
- **Michael Bolger**, Technical Officer, Department of Geography and Member of Partnership Committee.

Role of the Selection Committee

- The Chair will convene the Selection Committee in January 2022.
- Following the deadline for nominations, the Selection Committee will evaluate all nominations and determine the successful individuals/teams in each category for nomination for recommendation to the President.
- Selection Committee members who accept a nomination for an award will be required to withdraw from the Committee. In such circumstances a replacement must be designated by the Chair.
- In addition, if a member of the Selection Committee nominates an individual/team, and thereby provides a written statement of support, they will be required to recuse themselves from the Selection Committee for the related and ensuing assessment discussion.
- Similarly, in circumstances where an individual/team from the area of responsibility of a Selection Committee member is nominated, that member will be required to recuse themselves from the Selection Committee for the related and ensuing assessment discussion.
- All awards will be assessed against the criteria outlined in this Guide and will be subject to final approval by the President.