MAYNOOTH UNIVERSITY

SERVICE EXCELLENCE AND INNOVATION AWARDS GUIDELINES

(2024)

Nomination Process

Any staff member can make a nomination for another staff member who falls within one of the following staff categories.

- Administrative,
- Professional,
- Technical or
- Support staff.

Staff may not self-nominate.

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

Nomination Terms & Conditions

- Only electronic nominations through MS Forms will be accepted. Má theastaíonn an leagan Gaeilge den fhoirm uait, cuir ríomhphost le do thoil chuig employeeawards@mu.ie. If you require an Irish version of the form, please email employeeawards@mu.ie
- Each nomination must be submitted by an individual person (a group nomination cannot be made).
- Nominees must come from one of the following staff categories: Administrative, Technical, Professional & Support Services.
- Nominees for team awards may be from cross disciplinary teams (project teams) if they are within the confines of the above staff categories.
- A nominee must be a staff member at the time the recipients are being selected (on 31st May 2024).
- Staff may not self-nominate.
- Nominators can come from any staff category.

- Nominators can make a *maximum* of 2 nominations, which can be 1 for an individual and 1 for a Team or 2 Individual nominations or 2 Team nominations in total. (Individual nominees may also be part of a nominated team).

- 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 relevant competencies <u>based on evidence from the last 12 months</u>. The nominator should ensure that the supporting documentation is completed in full.
- Every nomination must include an <u>individually written statement</u> of support. The same written statement of support cannot be used by more than one nominator. If the same statement is used it will automatically be discounted and only the original statement will be counted as a nomination.
- A word count ***restriction of 500 words*** applies to the written statement of support.
- When nominating a team, the nominator should include the correct name of the Team and list the names of all team members.
- To progress to the Selection Committee Stage, individuals/teams **must receive a minimum of three nominations.**
- The individual nominated or the Team Lead for a team nomination, will be required to consent to their nomination once the quota of three nominations has been met or exceeded, before they are shortlisted.
- It should be noted that the nominator will not have an opportunity to submit further information or make the case for their nominee(s) before the Selection Committee.
- The closing time/date for the submission of nominations is ***Thursday 28th March 2024 @ 17:00.*** Late applications will not be accepted.

Service Excellence and Innovation Awards

The written statement should cover <u>relevant</u> competencies and provide <u>relevant</u> examples from the last 12 months. <u>It should not be a generic statement on the staff members role</u>. It should demonstrate how the staff member or team have gone above and beyond to be nominated for that category. It must be clear which category you are nominating the person or team for.

1. Outstanding Contribution (Individual award and Team award)
2. Living the MU Values (Individual award and Team award)
3. Leadership in supporting the University's Strategic Plan (Individual award and Team award)
4. Service Excellence and/or Innovation (Individual award and Team award)

Normally, there will be 1 individual and 1 team recipient in each category if they meet the threshold.

Composition of the Selection Committee

This year's selection committee is as follows:

- Chair: **Professor Alison Hood**, Dean of the Faculty of Arts and Humanities
- Vice-Chair: **Suzanne Ryan**, Learning & Development Manager
- **Professor Ronan Farrell,** Dean of the Faculty of Science and Engineering
- **Professor Audra Mockaitis**, Associate Dean Research, Faculty of Social Sciences
- **Cathal McCauley**, University Librarian
- **Michael Rafter,** Director of Estates
- **Dearbhla O'Reilly,** Head of IT Operations
- **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 April 2024.
- 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 (individual or team) will be required to recuse themselves from discussion and assessment of their nomination.
- 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.