



## **St. Mary's University Order of Excellence**

### ***INFORMATION PACKAGE***

***AND***

### ***NOMINATION FORMS***

**NOMINATION DEADLINE: March 29 each Academic Year**

Submit completed nomination packages to  
The Executive Assistant to the Vice-President Academic & Provost, Dalia  
Grobovaite



## St. Mary's University Order of Excellence

**The St. Mary's University Order of Excellence** recognizes individuals of the community whose accomplishments are so conspicuously outstanding that they provide inspiration to the university community.

### **Who can be nominated?**

The St. Mary's University Order of Excellence is a highly prestigious award honouring outstanding external community members who have contributed in an impactful manner to their society, to their field of expertise, and even to St. Mary's University itself. The committee will receive nominations for individuals who reflect the values of the university in all its diversity, and hopefully who also reflect the wide diversity of our institution, of our country and of our international community. In exceptional circumstances, more than one award can be conferred in any given year. Canadians and non-Canadians may be considered for the Award of Excellence.

### **How are nominations evaluated?**

All nominations will be evaluated on the contribution, impact and specific criteria as noted below:

#### **Contribution**

Has the individual made a positive contribution to St. Mary's University, to our city or to our country?

#### **Impact**

How have the actions/contributions of the nominee impacted the community? What change, innovation or improvement was brought about by this contribution? Who has the nominee impacted, influenced or inspired?

#### **Criteria**

A St. Mary's University Order of Excellence awardee is an individual whose impactful contribution aligns with one or more of the following criteria:

1. Promoted or supported the University in a positive manner
2. Nurtured or built relationships between the University and the community
3. Made a significant contribution to the community at large or to a profession or discipline
4. Excelled in an area of value to the University

### **How do I nominate someone?**

1. A St. Mary's University Order of Excellence nomination may be submitted at any time. The nomination and support letters forms can be found on the S drive.
2. The nominator completes the nomination form and obtains an additional 2-4 support letters (each on the letter of support form).
3. Please ensure that your application form clearly describes the reasons for the nomination and the contributions of the candidates, as per the criteria above. Do not assume that the members

of the committee have personal knowledge of the candidate or the nominators. A summary of other accomplishments is helpful but a full biography or resume is only required if it is deemed of importance by the nominator.

4. The nominator should submit the completed and signed nomination package (nomination form and 2-4 letters of support) to the office of the Vice-President Academic & Provost. Only completed packages will be accepted. Documents can be delivered, emailed (as a single PDF , if possible) or mailed to:

St. Mary's University Order of Excellence Committee  
c/o Vice-President Academic & Provost  
St. Mary's University  
14500 Bannister Rd SE  
Calgary AB T2X 1Z4

***Nomination Deadline:  
March 29 each Academic Year.  
Please submit completed nomination packages to:  
Dalia Grobovaite, Executive Assistant to the Vice-President Academic  
& Provost***



**ST. MARY'S UNIVERSITY ORDER OF EXCELLENCE NOMINATION FORM**

*To be completed by the nominee and submitted to the Executive Assistant to the Vice-President Academic & Provost*

Name of Individual Being Nominated: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Nominator's contact information: \_\_\_\_\_

Nominator is (check box that applies):  Faculty     Staff     Student

Nominator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach a letter outlining the grounds for nomination and 2-4 letters of support.

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**ST. MARY'S UNIVERSITY ORDER OF EXCELLENCE Letter of Support FORM**

***To be completed by the people supporting the nomination and submitted to the Executive Assistant to the Vice-President Academic & Provost***

**Name of Individual Being Nominated:** \_\_\_\_\_

**Name of Supporter:** \_\_\_\_\_

**Supporter's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please attach a letter assessing the nominee's contributions to St. Mary's University and the community according to the following criteria:**

**Contribution**

Has the individual made a positive contribution to the University that exceeds the expectations of their current role?

**Impact**

How have the actions/contributions of the nominee impacted St. Mary's University? What change, innovation or improvement was brought about by this contribution? Who has the nominee impacted, influenced or inspired?

**Criteria**

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