

2021
Staff Excellence Award – Faculty of Public Affairs
Application/Nomination Cover Form

The **Faculty of Public Affairs Staff Excellence Award** is given to recognize exceptional contributions by staff in the Faculty.

Please submit this form and all supporting documentation by **May 31, 2021** to:
Christine Barkley at Christine.Barkley@carleton.ca
Administrative Assistant, Office of the Dean, Faculty of Public Affairs

Applicant/Nominee Information

Name: _____
Position: _____
Department: _____
E-mail: _____

Name and Contact Information of Nominator (where not a self-nomination)

Name: _____
Position: _____
Department: _____
E-mail: _____

Applications/Nominations

Nominations may come from Chairs/Directors, undergraduate or graduate supervisors, other faculty members, administrative supervisors, and students. Nominators must confirm with the nominee that they will stand for the award before an application is submitted. An application should be submitted to the Office of the Dean, if the nominee is in agreement. Nominators are responsible for preparing the application package on behalf of the nominee. Anonymous nominations will not be considered.

Staff may self-nominate. In this case, the staff person is responsible for preparing their own application package. Self-nominees must include one letter of support in their application package.

Application Package

Applicants and nominees must provide:

- completed application/nomination cover form for the Staff Excellence Award available at: <http://www.carleton.ca/fpa/about/awards/>
- short (limit of two pages) document that outlines the nature of the excellence in administration
- additional letters of support may be provided; self-nominees must include at least one letter of support from their Chair/Director, undergraduate/graduate supervisor, faculty member(s), or administrative supervisor

Please refer to <https://carleton.ca/fpa/about/awards/staff-excellence-award-past-recipients/> for more information about this award including an information sheet that details the criteria for the award, award recognition, procedures and the selection committee.

Past FPA Staff Excellence Award Winners

Past winners are eligible to re-apply five years after receipt of their last award.

Please note that as the Office of the Dean is the sponsor of these awards and each of the Associate Deans chairs an award committee, faculty and professional staff working in the Office of the Dean are not eligible for these awards nor are they able to provide nominations or letters of support for others.