



**Carleton  
University**

Faculty of  
Public Affairs

## Staff Excellence Award

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 **March 15, 2023** to:

**Stephanie Bourk** at [stephanie.bourk@carleton.ca](mailto:stephanie.bourk@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.

### **Past FPA Staff Excellence Award Winners**

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

***Please note that since the Office of the Dean sponsors these awards, 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.***