



## University of Alberta Museums Outstanding Service Staff: Nomination Form (Deadline for applications: January 20, 2017)

**This award was created to recognize collections staff who have made outstanding contributions to the U of A Museums, which as a result has had a direct impact on improving collection access.**

### **General Instructions:**

- 1. An eligible Hall of Fame nomination is composed of four (4) parts:**
  - A completed and signed nominee form
  - A completed and signed nominator form
  - A narrative justification no more than one (1) page in length
  - A minimum of one (1) letter of support from someone other than the nominator
- 2. To be eligible for the University of Alberta Museums' Outstanding Service Staff, a nominee must meet all of the following criteria:**
  - Have given a minimum of five (5) years of service in a non-curatorial role for one of the registered University of Alberta Museums collections
  - Have demonstrated long-term dedication, passion and commitment to the museum collection and to the University of Alberta Museums.
  - Have undertaken and completed a special task that has had a significant impact on the operations, programs or services of one or more of the University of Alberta Museums' collections—please explain the nature of this task in the narrative justification
- 3. Outstanding Staff nominations can be made by current University of Alberta Museums curators and collections staff; staff of Museums and Collections Services; and Chairs and Deans of departments and faculties with museum collections.**
- 4. Posthumous nominations will be accepted.**
- 5. One to five people may be awarded Outstanding Service Staff annually.**
- 6. Nominations will be adjudicated by the University of Alberta Museums' Awards Committee, consisting of the Executive Director of Museums and Collections Services, the Chair of the Policy and Planning Committee, and the Chair of the Curators' Committee. In the event that the latter two are one and the same person, an additional Curator from the Policy and Planning Committee will be invited to sit on the adjudicating committee.**
- 7. Please note that incomplete nominations will be considered ineligible.**



## Part 1: Nominee Information

(PLEASE **PRINT** CLEARLY OR **TYPE**)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Mailing Address: (home or campus) \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_ E-mail: \_\_\_\_\_

Collection curated by nominee: \_\_\_\_\_

Years that collection was curated by nominee: \_\_\_\_\_

### The Nominee must sign and agree to the following:

I have reviewed the nomination form and all attachments and agree to submit my name, contact information and details concerning my work activities for the University of Alberta Museums to the University of Alberta Museums' Awards Committee.

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

Information gathered via this form will be shared only with Museums and Collections Services and members of the University of Alberta Museums' Awards Committee for the purpose of determining a suitable award winner. The personal information on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose stated above. Questions regarding the collection or the use of this information should be addressed to the Communications and Marketing Coordinator, Museums and Collections Services, Ring House #1, University of Alberta, T6G 2E1 (phone: 780.492.5834/ fax 780.492.6185).



## Part 2: Nominator Information

(PLEASE **PRINT** CLEARLY OR **TYPE**)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Collection/Museum/Department (any and all that are relevant): \_\_\_\_\_

\_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_ E-mail: \_\_\_\_\_

### The Nominator must sign and agree to the following:

I have reviewed the nomination form and all attachments, and agree to submit my name, contact information and narrative justification to the University of Alberta Museums' Awards Committee.

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

Information gathered via this form will be shared only with Museums and Collections Services and members of the University of Alberta Museums' Awards Committee for the purpose of determining a suitable winner. The personal information on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose stated above. Questions regarding the collection or the use of this information should be addressed to the Communications and Marketing Coordinator, Museums and Collections Services, Ring House #1, University of Alberta, T6G 2E1 (phone: 780.492.5834/ fax 780.492.6185).



### **Part 3: Narrative Justification for the Nominee**

**The narrative justification must:**

- state the nominee's name and the University of Alberta Museums collection(s) in which the nominee has made his/her contributions as Service Staff;
- describe how the nominee demonstrated commitment and/or innovation in his/her approach to meeting the operational, programming or service needs of the specified collection(s);
- describe one or more special tasks undertaken by the nominee that have had a significant impact on the operations, programs or services of one or more of the University of Alberta Museums' collections; and
- provide any additional background or contextual information about the nominee that may strengthen the Outstanding Service Staff nomination.

### **Part 4: Letter of Support**

The University of Alberta Museums' Outstanding Service Staff nomination must also include a **minimum of one (1) letter of support**. The letter(s) of support must be written by:

- someone other than the nominator
- someone who has knowledge of the nominee's work activities

**For additional information, please contact:**

Jill Horbay, Communications and Marketing Coordinator  
Telephone: 780.492.3802 E-mail: [horbay@ualberta.ca](mailto:horbay@ualberta.ca)

**Submit the complete nomination by January 20, 2017 to:**

Janine Andrews, Executive Director  
University of Alberta Museums  
Ring House #1, University of Alberta  
Edmonton, AB T6G 2E1