**Team Professional Service and Cultural Institutions’ (CIs) Distinguished Achievement Awards Nomination Form 2021-22**

**The criteria against which nominations should be judged are given as an appendix**

Completed forms should be returned to Deborah Black (deborah.black@manchester.ac.uk) Secretary to the Awards and Honours Group, by **Friday 4 February 2022**

**Nominator’s name:**

**Nominator’s job title and Directorate/CI/Faculty/School:**

**Nominator’s email address:**

**Name of your team:**

**Is your team small (up to 12 members) or large (13 members of more with no upper limit)?:**

**Directorate/CI/Faculty/School to which the team belong *[NB if the team is cross-Faculty or cross-Directorate please name all relevant areas]:***

**Please list the members of the team giving the team leader’s name first *[NB if the team is very large please append the list to this nomination form]*:**

***Team leaders can nominate their own team provided they do so with a co-nominator from outside of the team. If you are nominating your own team please provide the name of your co-nominator:***

***Team leaders should note that in those instances you would not be counted as belonging to the team, rather you would be treated as a supporter of it***.

1. In ***no more than 700 words*** describe how your team’s contributions have been outstanding when judged against the criteria given in appendix 1. The criteria have been designed with [Our Values](https://www.staffnet.manchester.ac.uk/our-future/our-values/) in mind. For each point you make (up to six) you **must** provide evidence of the impact of their work (e.g. improvements to productivity, processes, multi-disciplinary working, etc., etc.). If you prefer, these points can be made in the form of a list.

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1. Please summarise ***in 120 words*** your team’s achievements over the past year. If the nomination is successful these 120 words will be used to form the basis of the citation which will be used to mark the winner’s achievements. You are asked therefore to be clear, concise and mindful of the diverse range of people who will see or hear this short citation.

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3. Is there any further information that you would like to put forward (e.g. has the team received other recognition such as an external accolade?)

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4. All nominations **MUST be accompanied by a minimum of two and a maximum of four statements of support**, from either the nominee’s peers, students or relevant members of academic or PS/CIs’ staff. These should be no longer than 500 words each and should focus on the impact of the nominee’s achievements. Please make sure these are appended to the nomination.

***Appendix***

**Criteria for the Professional Services and Cultural Institutions Distinguished Achievement Awards**

# When completing the nomination form you are asked to demonstrate how the team has contributed to our University’s purpose as outlined in [Our Future](https://www.manchester.ac.uk/discover/vision/) which is: *‘to advance education, knowledge and wisdom for the good of society’* and our vision: which is: *‘to be recognised globally for the excellence of our people, research, learning and innovation, and the benefits we bring to society and the environment’.*

# Your nomination should illustrate how your team has brought to life [Our Values](https://www.staffnet.manchester.ac.uk/our-future/our-values/) i.e. knowledge, wisdom, humanity, academic freedom, courage and a pioneering spirit. Answering the questions below each value should help you to do this.

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**Knowledge**: We are ambitious in our pursuit of new ideas, greater understanding and discovery.

*How has your team embraced new challenges and implemented new ideas or solved a problem which has led to better outcomes and/or experiences for our students, colleagues or external partners? Please provide evidence of this.*

**Wisdom**: We share and apply our knowledge and experience to guide balanced and evidenced decisions for ourselves and for society.

*Has your team undertaken training or professional development that has been used to improve the way it does things? Please provide evidence of this.*

*Has the experience and expertise of the team been shared with other parts of the University, the sector or the wider community and, if so, what have been the impacts?*

**Humanity**: We embrace and celebrate difference, respect and support each other, and act with integrity to benefit society and the environment by transforming and enriching lives.

*Is your team always kind, respectful and supportive of colleagues, students or external partners? Please provide evidence of this.*

*How have they gone out of their way to assist colleagues, students or external partners? Please provide evidence of this.*

*Are they able to motivate and empower those they work with to achieve their best and deliver their goals? Please provide evidence of this.*

 *Does the team work successfully with other teams across the University and/or externally? Please provide evidence of this.*

*How does the team embrace inclusion and diversity? Please provide evidence of this.*

 *How do they encourage others to reach their full potential? Please provide evidence of this.*

 **Academic freedom**: We support with enthusiasm and vigour the principles of freedom of thought and speech.

*Do the team members create an environment where challenging questions and constructive criticism are expected whilst being respectful at all times? Please provide evidence of this.*

**Courage**: We think and speak freely, and act boldly to challenge assumptions and shape our future for the greater good.

*Has your team been willing to challenge when they see that things could be improved or when they appear unfair? Please provide evidence of this.*

**Pioneering spirit**: In the radical Manchester spirit, and inspired by our people, history and scale, we create the exceptional.

*Has the team done something which hasn’t been tried before – what was it and what impact has it had?*

*Does your team consider the bigger picture, not only focusing on their immediate area of work but thinking also of the wider University and beyond? Please provide evidence of this.*

The winners will be selected by a judging panel which will be made up of both non-academic and academic staff. The non- academic representation will include an individual or individuals involved in delivering front-line services. The panel will, when considering the nominations, be mindful of the category of staff to which the nominees belong, and will try to ensure, where possible, that the various types of roles are reflected in the eventual winners.