



J Charles “Chuck” Morrison Award Nomination Package

Dear ACCADA Members

We are excited to invite you to take part in the nomination process for the **J. Charles "Chuck" Morrison Memorial Award**, created to honour the lasting legacy of Chuck Morrison. Chuck devoted decades of service to the University of Alberta's Department of Medicine as Director of Administrative Services and was instrumental in establishing The Association of Canadian Clinical Academic Department Administrators - or as we all know it - **ACCADA**.

This prestigious award recognizes senior administrative staff who have made significant contributions to their departments, whether by fostering a positive culture, enhancing departmental efficiency, or through other exemplary achievements. It serves as a tribute to the dedication and excellence that Chuck exemplified throughout his career.

We encourage you to nominate a deserving colleague who embodies the values and commitment celebrated by this award.

Key Points to Consider:

- **Who's Eligible:** Any ACCADA member who has demonstrated outstanding contributions to their department.
- Nominations should include a completed nomination form and at least one letter of support.
- The Adjudication Committee will review all nominations.
- The award will be presented at the ACCADA Annual Conference.

Your participation in this process helps us recognize the remarkable contributions of our colleagues and continues the legacy of excellence that Chuck Morrison championed.

Please review the email for more information and the **Submission Deadline**.

Thank you for your commitment to celebrating excellence within our community.



J Charles “Chuck” Morrison Award Nomination ToR

TERMS OF REFERENCE

J. CHARLES “CHUCK” MORRISON MEMORIAL AWARD FOR SENIOR LEVEL ADMINISTRATIVE STAFF

Objectives:

This annual award has been created to recognize the contributions that senior administrative staff provide to their respective Departments and to honour both the decades of Chuck’s service to the University of Alberta Department of Medicine in his role as Director of Administrative Services and his national initiative that has resulted in today’s ACCADA.

The award will be given to an administrative staff who is an ACCADA member and who has made a significant contribution to their Department, whether by building a positive culture, generating department efficiency via their work on a particular project, etc. (Please see Award Criteria for details).

Nominations and Adjudication:

- A nomination form together with at least one letter of support may be submitted by any Departmental member, academic or non-academic. (Individuals may receive the award more than once.)
- Nominations will be adjudicated by the Chuck Morrison Award Adjudication Committee
- The Selection Committee will consist of (unless the individual is a nominee):
 - The Adjudication Committee Chair as selected by the ACCADA membership.
 - Four [4] ACCADA Members at Large who shall each be from a different ACCADA member institution.

Presentation:

The award will be presented to the recipient at the ACCADA Annual Conference.



J Charles "Chuck" Morrison Nomination Form

See your email for submission deadline

J. Charles "Chuck" Morrison Memorial Award for Senior-Level Administrative Staff

Submission Requirements

To nominate a candidate, please provide the following to : accadawebmaster@gmail.com

- **Completed Nomination Form** - Ensure all sections below are fully completed.
- **Letter of Support** - Submit a signed letter (maximum 1,500 words or 3 pages) detailing how the candidate meets at least three (3) of the criteria below.
- Include specific examples and initiatives that highlight the candidate's qualifications.

NOMINATORS INFORMATION

YOUR NAME:

YOUR INSTITUTION:

YOUR EMAIL ADDRESS:

NOMINEE INFORMATION

Name:

Position/Title:

Department:

Office Address:

Institution:

Email Address:

Phone #:



J Charles “Chuck” Morrison Nomination Criteria

CRITERIA FOR AWARD

Fundamental criteria that must be met include:

- **Contributing to a positive culture within their Department**
 - Consistently brings out the best in others
 - Exhibits high levels of energy and commitment to their Department
 - Is highly motivated and strives for excellence
 - Maintains a good sense of humor
- **Bringing the “best” of themselves to work on a regular basis**
 - Consistently high performance in their regular position responsibilities
 - Positively embraces change
 - Continually enhances their skills and quality of work through ongoing professional development
 - Accepts accountability/responsibility for all their actions
- **Being a good ambassador for their Department**
 - Enjoys working within their Department and speaks highly of their Department as a good place to work
 - Takes pride in both their position responsibilities and their Department
 - Enhances the image of their Department through interactions with all stakeholders
- **Providing professional and career guidance to junior faculty and staff**
 - Is willing to share their knowledge, skills and experience
 - One from whom others seek guidance and advice
 - Regularly provides coaching and mentorship
- **Other important factors that will be considered include:**
 - Exceptional service to faculty and staff
 - Executes position responsibilities in a professional, engaging and positive manner
 - Willing to go above and beyond regular responsibilities to assist others
 - Develops and maintains excellent interpersonal relationships
- **Innovative approaches to work**
 - Addresses difficult/problematic situations and develops innovative ways to resolve them
 - Identifies best practices and finds ways to implement them
 - Enhances the operational efficiency of their Department
- **Contributing to a healthy work environment/wellness**
 - Is a positive role model
 - Treats others with dignity and respect
 - Contributes to a supportive and collaborative environment
 - Champions sound ideas for positively impacting workplace wellness