Nomination Form

1. **Nomination**

We nominate …………………………………………………………… for the following award:

|  |  |
| --- | --- |
| ✓ | **Award** |
|  | University of Otago Award for Sustainable Practice by Staff (Individual) |
|  | University of Otago Award for Sustainable Practice by Staff (Team) |

We submit the following information in support of our nomination. The information supplied is to the best of our knowledge correct, and we agree to preserve the confidentiality of the process. *Please note: Nominees who do not win the award will receive a letter to acknowledge their nomination.*

|  |  |  |  |
| --- | --- | --- | --- |
| First nominator |  | | |
| Position title |  | | |
| Department |  | | |
| Email |  | Phone |  |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Second nominator |  | | |
| Position title |  | | |
| Department |  | | |
| Email |  | Phone |  |
| Signature |  | Date |  |

# Details of individual nominated (team details overleaf)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Current position |  | | | |
| Department |  | | | |
| Email |  | | Phone |  |
| Length of service in the University: | |  | | |

# Details of team nominated

|  |  |  |  |
| --- | --- | --- | --- |
| Team title |  | | |
| Team leader |  | | |
| Department or authority to which the team reports |  | Number of staff in team |  |

1. **Criteria**

Please select the criteria that apply, and provide examples of these. Note nominees **do not** have to meet all criteria; it is more important to focus on the criteria that apply.

|  |  |
| --- | --- |
|  | Contribution to the goals and objectives of the [United Nations Sustainable Development Goals](https://www.otago.ac.nz/sustainability/doing/sdg/index.html) or the University of Otago [Sustainability Strategic Framework](https://www.otago.ac.nz/sustainability/doing/framework/) |
|  | |
|  | Alignment with the University of Otago values of Manaakitanga/Respect, Pono/Integrity, Māhirahira/Curiosity and Whakawhanaungatanga/Community |
|  | |
|  | Substantial change or improvement to work or teaching practices that support the United Nations Sustainable Development Goals |
|  | |
|  | Substantial change or improvement to a systemic sustainability issue |
|  | |
|  | Finding and implementing innovative ways to get people involved and engaged with sustainability |
|  | |

|  |  |
| --- | --- |
|  | Exceptional sustained performance in progress towards the United Nations Sustainable Development Goals |
|  | |
|  | Exceptional leadership that inspires others to contribute to United Nations Sustainable Development Goals |
|  | |
|  | Exceptional service that enables the wider community to support the United Nations Sustainable Development Goals |
|  | |

1. **Supporting documentation**

Please check the following are attached to this nomination:

|  |  |
| --- | --- |
|  | A statement setting out why the team or individual deserve the award (maximum one page or link to a three-minute video) |
|  | Evidence supporting the statement (this could include reference to procedures, policy, articles, photos etc.) |
|  | A letter of support from their line manager |
|  | Background and any other information which may aid in highlighting the impact the individual or team has had on sustainability |

1. **Submission**

Return to: **Training Co-ordinator**

**Human Resources**

**270 Leith Walk**

**Dunedin**

Or email a scanned copy to [**staff.awards@otago.ac.nz**](mailto:staff.awards@otago.ac.nz)