**The Principal’s Medals 2014**

The Principal’s Medal was first awarded in 2008 and is one of the most important ways in which the University recognises colleagues or current students who have made outstanding contributions to both the University and wider communities. These awards are to be the highest bestowed upon staff in the University.

**Criteria for the Principal’s Medals**

*Outstanding Contribution* in two categories:

***Principal’s Medal – Exceptional Service Award***

The University wishes to honour a team or individual who has delivered exceptional service by devoting time and energy beyond what is expected of their position, to supporting and serving the University community and mission. Nominees will have exhibited sustained and outstanding service as detailed in the criteria below (see ‘how to nominate’).

Nominees can be individual staff members or a team of a maximum of four. Nominees must have been with the University for at least 2 years. The University has a process for recognition of long service and this award should not be seen as a way to recognise such service.

***Principal’s Medal – Contribution to the Community Award***

This award recognises a team or individual who has made a real difference to the community they’ve worked, lived in or contributed to. They will have delivered a local ‘hands-on’ service, which stands out as an example to others. The primary beneficiaries of the achievement or service must be out-with the University.

Nominees can be individual staff members/students or a team of a maximum of four. Nominated students must either be currently studying at the University or have graduated during the year of nomination. Nominated staff should be working for the University during the year of nomination. Nominees don’t necessarily have to be living in the community they have contributed to.

**Who can nominate?**

Any current member of the University community may nominate for any of the awards. Self-nominations are allowed and previous nominations may be resubmitted.

**How to nominate**

***For Principal’s Medal – Exceptional Service Award***

Please set out, in not more than two sides of A4, a short description/explanation of how the nominee(s) has enhanced the reputation of the University, reflecting three or more of the following points:

* Effort – How much effort beyond the scope of the nominee’s job, research, or training does the nominee give to exceptionally serve the University?
* Benefit – How has the University and its priorities: stakeholders, discovery, education, people, and business substantially benefitted from this nominee's service?
* Participation – How much does the nominee exceed expectations in actively participating, interacting, and collaborating with the campus community to provide exceptional service to the University?
* Lasting Impact – How has the nominee’s service beneficially impacted the University over an extended period of time?
* Base of Operation – How does the nominee’s exceptional service relate to the expectations of their position?

***For Principal’s Medal - Contribution to the Community Award***

Please set out, in no more than two sides of A4, a short explanation of how the nominee(s) has made a significant contribution to a wider community.

The explanation should outline:

* what role(s) or area(s) the nominee has excelled in
* examples of exemplary service/achievement or selfless voluntary service that has been delivered in an outstanding way. These could include:-
	+ helping to build relationships with communities
	+ working with people who need help, e.g. disadvantaged groups, local charities
	+ encouraging and initiating environmental projects like recycling, fuel saving, carbon management

**Deadline for nominations**

Nominations to be submitted by: **Monday 21st April 2014.**

**Selection Process**

The Selection Panel will consider all nominations and the Convenor will make their recommendations to the Principal. The recipient(s), along with a guest, will be invited to receive their Medal(s) from the Principal at an event to be confirmed later.

**Selection Panel**

1. Professor Mary Bownes, Senior Vice Principal External Engagement

2. Professor Jonathan Seckl, Vice-Principal Planning, Resources and Research Policy

3. Dr Ian Conn, Director of Communications, Marketing & External Affairs

4. Rob Tomlinson, Head of Media and Communications

5. Shelagh Green, Director of Careers Service

6. Sheila Gupta, Director of Human Resources

**Applications to be sent via email to** shireen.jawas@ed.ac.uk. **Please put Principal’s Medals 2014 in the subject header.**

*If you have any questions please contact Shireen Jawas on 0131 650 6380 or email: shireen.jawas@ed.ac.uk*

PREVIOUS WINNERS

**2013**

Scott Murray & The Primary Palliative Research Group – Exceptional Service
Rebecca MacKenzie – Contribution to the Community

**2012**

Dee Isaacs – Service to the community

Sharon Douglas – Service to the community

Jane Haley – Outstanding service

**2011**

Jake Broadhurst & Karen Bowman – Outstanding service

Chris Speed – Service to the community

**2010**

Paul Nisbet

**2009**

Ben Miller

**2008**

Lesley Forrest

Grant Guthrie