

The Principal's Medal 2011

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 the community outwith the University.

This year, the University is introducing a new award – the Principal's Medal for Outstanding Service – to be presented to any staff member(s) who, went above and beyond their normal job duties to deliver exceptional service to the University community. These awards are to be the highest bestowed upon staff in the University.

Criteria for the Principal's Medals

Principal's Medal for Service to the Community

The University wishes to honour a staff member or student who has carried out or contributed to outstanding service to the community or who has delivered a local 'hands-on' service, which stands out as an example to others. The primary beneficiaries of the achievement or service must be outwith the University.

Nominees can be individual staff members or students or a team of a maximum of four individuals. Only students who are studying at the University or have graduated during the year of nomination are eligible. Nominated staff should be working for the University during the year of nomination.

Principal's Medal for Outstanding Service

This award recognises annually staff members who have made an outstanding contribution to the mission of the University, beyond that normally expected for their position.

The award is open to any current staff member of the University who has been with the University for at least two 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.

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 for Service to the Community

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 the wider community and also include a job description (if staff member) to highlight that this is over and beyond their normal job duties.

The explanation should outline:

- what role(s) or area(s) the nominee has excelled in
- examples of exemplary service/practical achievement/innovation or entrepreneurship or selfless voluntary service that has been delivered in a way that has seen as outstanding.

For Principal's Medal for Outstanding Service:

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 two or more of the following points:

- provision of excellent service (how the nominee's work contributes over and beyond their job in the provision of excellent service)
- innovation (how the nominee has developed and/or incorporated new ideas, methods or processes in their work)
- impact (how the nominee's work impacted the University in a positive manner)
- created a more stimulating environment (how the nominee has developed and/or created new ideas, methods, processes in their work)
- commitment to the University's strategic goals (how the nominee's work has enhanced our student experience, advanced internationalisation, promoted equality, diversity, sustainability and social responsibility, built strategic partnerships and collaborations, stimulated alumni relations and philanthropic giving.

Deadline for nominations

Nominations must be received by **Monday 27 June 2011**.

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 a Summer Graduation Ceremony.

Selection Panel

1. Professor Mary Bownes, Vice-Principal Research Training and Community Relations, Development and Alumni
2. Professor Nigel Brown, Senior Vice-Principal
3. Dr Ian Conn, Director of Communications and Marketing
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 Deepthi.dsw@ed.ac.uk. Please put Principal's Medals 2011 in the subject header.

If you have any questions please contact Deepthi de Silva-Williams on 0131 650 2247 or email: Deepthi.dSW@ed.ac.uk

PREVIOUS WINNERS

2010

Paul Nisbet

2009

Ben Miller

2008

Lesley Forrest

Grant Guthrie