



## Academic Administrative Excellence Award

Nomination Form 2026

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Nursing schools have coped over the last several years with budgetary and human resources reductions, program changes and recruitment problems. Many schools have developed new approaches to nursing education and research and have incorporated emerging technologies into their programs. Some schools have entered into innovative and unique partnerships with colleges, the private sector, clinical sites, and other disciplines. The **Academic Administrative Excellence** award aims to promote individuals who are leaders in academic nursing management within CASN. This award is presented annually at the Fall CASN Council meeting.

### Eligibility & Criteria

The recipient of the CASN Academic Administrative Excellence Award will demonstrate the following characteristics:

#### **Eligibility:**

Is an administrator (dean, director, head, chair, vice-dean, assistant dean, etc.) member of a CASN member school who is, or has been, responsible for the administration of the school or faculty, the undergraduate program, the graduate program, or the research program during the last three academic years. The member must have a current RN registration within the last 12 months.

#### **Criteria:**

**1. Demonstrates Leadership in Addressing Significant Challenges**

Has shown exceptional leadership in navigating substantial institutional challenges (e.g., budget constraints, faculty shortages, program restructuring, accreditation requirements), with clear evidence of strategic decision-making, faculty engagement, and positive, measurable outcomes.

**2. Innovation in Advancing Academic Program Quality**

Has developed and successfully implemented innovative strategies that enhance the quality, relevance, and sustainability of nursing education and/or research programs, with demonstrated impact and potential for broader application.

### 3. Excellence in Faculty Leadership and Administrative Distinction

Demonstrates outstanding administrative leadership through effective faculty recruitment, retention, mentorship, and succession planning, and fosters a collaborative, high-performing academic environment.

### 4. Commitment to Equity, Diversity, and Inclusion in Leadership Practice

Applies an explicit equity, diversity, and inclusion lens to decision-making and program development, with specific examples of initiatives that advance access, representation, belonging, and success for students and faculty from equity-deserving groups.

*CASN is committed to equity and diversity and welcomes nominations of persons across a diversity of gender identities, gender expressions, sexual orientations, Indigenous identities, racialized identities, and disabilities and/or neurodivergences.*

#### **Please Note:**

- All nominations are reviewed based on originality, successful implementation, and potential for wider application.
- Current Board members are excluded from receiving a CASN Award.
- The Awards & Nominations Committee reserves the right to move candidates between categories as required, and at their discretion.

## Submission/Nomination Documentation

Individuals must be nominated in writing by a faculty member of any CASN member school. A complete nomination package should include the following:

- Completed & signed *Nomination Form*
- *3 Letters of Support*: Nomination packages include three (3) letters of support, including one from the nominator. The two other letters may be submitted by students, colleagues or individuals outside of your institution. The letters of support should be addressed to CASN's Awards & Nominations Committee. Letters should specifically reference the nominee's achievements and activities related to the award criteria, and identify the individual by name, title, and school/faculty. Additional letters of support will not be accepted.
- A maximum *250-word summary* (in Word format) of why this candidate is best suited for this award. This could include a description of the challenges, innovation, implementation, and impact of the administrative strategies/approaches of the candidate. Descriptions which exceed 250 words will not be accepted. Note: this summary will be used in the CASN Awards Booklet if the candidate is the selected winner of the award.

Additional supporting documentation such as audio-visual materials, website addresses, manuals, and commendations from the candidate's institution or a partner organization may be included.

## Selection Process

The Awards and Nominations Committee will review the nominations and present recommendations to the CASN Board of Directors. Please visit the CASN website ([www.casn.ca](http://www.casn.ca)) for more details.

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### SECTION ONE

#### Nominee/Candidate

Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Title: \_\_\_\_\_

Gender pronoun: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

City	Province	Postal Code
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Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Language:  English  French

#### Institution Information

Number of nursing faculty: \_\_\_\_\_ full-time faculty: \_\_\_\_\_ part-time/sessional faculty: \_\_\_\_\_

Number of nursing students: \_\_\_\_\_ Number of nursing programs: \_\_\_\_\_

List type(s) of nursing program(s):

## SECTION TWO

Educational background (post secondary):

Qualifications Received	Year	School

Relevant work experience:

Relevant professional, committee and/or association experience:

Extra-curricular activities:

## CHECKLIST

- Section ONE and TWO of the nomination form have been completed in full.
- I have included THREE letters of support (one from myself and two others from students, colleagues or individuals outside of my institution) that clearly describe the nominee's accomplishments, leadership and commitments related to this award.
- I have included a maximum 250-word summary of why this candidate is best suited for this award (in a separate WORD document).
- I have included a recent high-definition photo of the nominee.
- I have completed the nominator information and signed the nomination form below.
- The nominee/candidate has signed the nomination form below.

\* Nominations that are incomplete (missing information or documentation) will be considered ineligible and will not be reviewed by the Awards and Nominations Committee.

## NOMINATOR

Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Title: \_\_\_\_\_

Gender pronoun: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Language:  English  French

## SIGNATURES

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Signature of Nominee

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Name of Nominee

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Date

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Signature of Nominator

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Name of Nominator

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Date

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Please submit your nomination package by email to  
**Sharada Boucher-Sharma, Strategic Operations Coordinator** at: [awards@casn.ca](mailto:awards@casn.ca)

**DEADLINE: 12:00 p.m. (noon) ET on Wednesday, June 17<sup>th</sup>, 2026**

You will receive a confirmation e-mail within 2 business days of submission.  
If you do not receive the confirmation, please contact us.