

## Academic Administrative Excellence Award 2023

### Nomination Form

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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

Any member of a CASN member school (dean, director, head, chair, vice-dean, assistant dean, etc.) 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.

#### Please Note:

- 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.

### Criteria

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

1. Is an administrator who has met significant challenges; and,
2. Has developed innovative strategies to strengthen the quality of nursing academic programs in a nursing school.

Nominations will be reviewed on the basis of originality, successful implementation, and potential for wider application.

## 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 (from the nominator and two other independent colleagues or peers)*. 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 250-word description* (in Word format) of the challenges, innovation, implementation, and impact of the educational strategies/approaches of the candidate should be included. Descriptions which exceed the 250-word maximum will not be accepted.

In addition to the 250-word description, supporting documentation such as audio-visual materials, website addresses, manuals, and commendations from the candidate's institution or a partner organization could be included.

## Selection Process

The Awards and Nominations Committee will review the nominations and present recommendations to the CASN Board of Directors.

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*Please print or type*

### SECTION ONE

#### Nominee/Candidate

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

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

Current position: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal code: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Languages:    ☐ English    ☐ French

## SECTION TWO

Educational background (post secondary):

Qualifications Received	Year	School

Relevant work experience:

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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 from myself and two other independent colleagues or peers that clearly describes the nominee's accomplishments, leadership and commitments related to the award for which the candidate is being nominated.
  - ☐ I have included a 250-word summary of why this candidate is best suited for this award (in a separate WORD document). This could include a description of the challenges, innovation, implementation, and impact of the educational strategies/approaches of the candidate. Descriptions which exceed the 250-word maximum 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.
  - ☐ I have included a recent high-definition photo of the nominee.
  - ☐ I have 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 names: \_\_\_\_\_

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

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

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

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

Languages: ☐ English ☐ French

## SIGNATURES

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ 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: Monday, June 5<sup>th</sup>, 2023**

You will receive a confirmation e-mail within 2 business days of submission.

If you do not receive the confirmation, please contact us.