

# NOMINATION PACKAGE CHECKLIST

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## REQUIREMENTS OF A NOMINATION

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- It is the nominator's responsibility to provide information reflecting the achievements and exceptional nature of the nominee. Be thorough and factual and demonstrate how the nominee excels in each of the following Award Criteria categories:
- Contributing to an equitable, diverse, and inclusive learning, teaching, research and working university environment.
  - Actively contributing to and promoting an inclusive and a welcoming campus environment for all.
  - Promoting and supporting a healthy, equitable and productive research, teaching, learning and work environment.
  - Encouraging or leading others to work together to dismantle barriers to equitable participation or to dismantle discrimination and stereotypes.
  - Demonstrating respect for human rights and equity.

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## IN ADDITION, NOMINATORS ARE ASKED TO SUBMIT THE BELOW ON THE ONLINE FORM:

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**Name of Nominee(s):**

Title:

Organization:

Email:

Date:

**Name of Nominator(s):**

Title:

Organization:

Email:

Date:

- Describe how this individual's or team's initiative/project actively contributes to the advancement of equity, diversity and inclusion at the University of Calgary (200 words maximum).
- Describe how this individual's or team's initiative/project supports an equitable and inclusive learning, teaching, research, and/or working environment at the University of Calgary (200 words maximum).
- Describe how this individual's or team's initiative/project contributes to combatting stereotypes and discrimination and/or dismantling barriers to equitable participation at the University of Calgary (200 words maximum).
- Describe how this individual's or team's initiative/project demonstrates respect for equity, diversity, and inclusion and is grounded in principles of human rights. (200 words maximum).
- Describe how this individual's or team's initiative/project demonstrates impact and/or innovativeness. (200 words maximum).
- Please provide any additional information that supports the nomination of this individual/team for the award. (200 words maximum).
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