



## 2022 OLSON/BLAIR AWARD FOR ADMINISTRATIVE EXCELLENCE NOMINATION FORM

Dear NEOMED Faculty and Staff:

This letter is the official call for nominations for the *Olson/Blair Award for Administrative Excellence*. The award was established in 1989 by Dr. Stanley Olson and his wife Lorraine. Dr. Olson, who along with Dr. Charles Blair, assumed responsibility chiefly for the organizational administration during the development of the College of Medicine. This award honors a **faculty or staff member** within the NEOMED community who has a senior administrative appointment in an academic or service area and is given in recognition for outstanding administrative leadership through demonstrated initiative and innovative techniques including the ability to motivate and supervise, make critical judgments and contribute to the betterment of NEOMED as a whole.

Consider those within the NEOMED community who meet these criteria and represent the attributes described and consider making a nomination! Please submit all nominations to the attention of Heather McColloch in the Office of the President by **Friday, Jan. 13, 2023**. From the submitted nominations, the honoree will be determined by the Olson/Blair Award Advisory Committee whose members, representative of the entire NEOMED community, are appointed by the President.

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NOMINEE'S NAME \_\_\_\_\_ DEPT \_\_\_\_\_

NOMINATOR'S NAME \_\_\_\_\_ DEPT \_\_\_\_\_

NOMINATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Note: Individual nominations are required—only one employee signature per form.*

Please use the space provided to submit your nomination. To be considered, all nominations need to include responses to the questions/areas of focus detailing why this employee is deserving of the *Olson/Blair Award for Administrative Excellence*. You may choose to include a separate nomination letter as an attachment and/or a CV or resume; however, the specific details should be included on the nomination form as this will be the primary document used for reviewing the merits of the nomination.

**Return all nominations to the Office of the President, attention Heather McColloch, by Friday, Jan. 13, 2023**

**2022 OLSON/BLAIR AWARD FOR ADMINISTRATIVE EXCELLENCE  
NOMINATION FORM**

NOMINEE'S NAME \_\_\_\_\_

NOMINATOR'S NAME \_\_\_\_\_

**Outstanding Administrative Leadership**

*During the previous year, share an overview of how the nominee exemplified Outstanding Administrative Leadership which has contributed to the betterment of NEOMED.*

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**Demonstrated Initiative and Innovative Techniques**

*Share a specific example(s) of how the nominee has demonstrated initiative as well as innovative techniques.*

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**Ability to Motivate and Supervise**

*Share a specific example(s) of how the nominee has demonstrated the ability to motivate and supervise others.*

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**Ability to Make Critical Judgments**

*Share a specific example(s) of how the nominee has demonstrated the ability to make critical judgments.*

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**Additional Comments**

*Please provide any additional information which supports the merits of the nominee as a recipient of this award.*

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**Please use additional sheets if necessary.**