



## OFFICE *of the* PRESIDENT

### **President's Staff Excellence in Continuous Improvement Award**

#### **Purpose**

The President's Staff Excellence in Continuous Improvement Award was established in 2020 to honor a NEOMED staff member who represents the highest level of performance for achievements and contributions related to operational efficiencies while also exhibiting the University's values of leadership, excellence, advocacy, diversity, equity and respect. Candidates will have made positive contributions not only to their immediate areas of work but also to the NEOMED community.

#### **Eligibility**

- Successful completion of the Lean Six Sigma Yellow Belt or Green Belt certification programs;
- Demonstrative excellence with active implementation of Lean Six Sigma principles and methodologies in their work; and
- Active contributions to the betterment of the University community by working collaboratively to improve cross-departmental process.

#### **Selection Process and Timeline**

A call for nominations will be issued each winter by the Office of the President. Any NEOMED faculty, staff, student or colleague may nominate qualified candidates for the award. Nominations must include:

- A letter of nomination that provides evidence of and establishes the candidate's qualifications for the award including a summary of the direct impact on the University community;
- Nominee's current curriculum vitae or resume;
- A letter from the candidate's supervisor documenting the nominee has met the eligibility requirements and verifies the impact of their work on the unit; and
- One (1) letter of support from a NEOMED faculty or staff member who has interacted extensively with the candidate and has been directly impacted by the excellence of their work