

## REQUEST FOR STAFF NOMINATIONS

**Deadline: February 16, 2024**

### **2024 Joseph B. Martin Dean's Leadership Award for the Advancement of Women Staff**

The Dean's Award for Leadership for the Advancement of Women Staff was initiated in 1999 by Joseph B. Martin, M.D., Ph.D., former Dean of the Faculty of Medicine. It recognizes staff members committed to the recruitment, retention, and advancement of women at Harvard Medical School and Harvard School of Dental Medicine. In 2007, the Award was renamed the "Joseph B. Martin Dean's Leadership Award for the Advancement of Women" to honor Dr. Martin for his long-standing support of the mission it recognizes.

The [nomination process](#) for the Award is coordinated by the Joint Committee on the Status of Women (JCSW) at HMS and HSDM. [jcsw.hms.harvard.edu](http://jcsw.hms.harvard.edu)

- Nominees may be of any gender and may be nominated by any HMS/HSDM staff or faculty member including colleagues at the Wyss Institute
- The award recipient is recommended by the **JCSW Dean's Award Selection Subcommittee** and selected by George Q. Daley, M.D., Ph.D., Dean of the Faculty of Medicine.
- The staff awardee will be recognized at the June 5, 2024 JCSW meeting.

#### **Evaluation Criteria:**

Nominees for the Staff Dean's Leadership Award will be considered based on the following criteria:

- How does the nominee encourage women staff attain their full career potential?
- How has the nominee helped to create an environment that supports a healthy work/life balance?
- The nominee should be established in their career and is making a notable contribution to the advancement of women staff.
- The nominee should set an example as a mentor, role model and activist whose efforts extend broadly within our institution.
- Previously submitted nominations may be re-submitted with updated information.

#### **Nomination Information and Guidelines:**

- All nominations and statements of support must be [submitted online](#) **NO LATER THAN FEBRUARY 16, 2024**. If you cannot access the online form, please contact the [JCSW Administrative Coordinator](#).
- A statement of support is optional, but highly recommended. The statement of support may be composed or submitted by more than one person. The statement should describe specifically how the nominee has contributed to the advancement of women staff at HMS or HSDM.

#### **Statement of Support:**

- Up to two statements of support (each no more than two pages in length) will be accepted for each nominee.
- Multiple supporters may sign one statement
- The statement of support should provide specific details and examples documenting accomplishments of the nominee such as:
  - How long nominee has served in their role
  - Outreach efforts to recruit, retain, and promote women staff
  - Effective retention strategies
  - Enhancing the ability of women staff to attain their full career potential
  - Support for programs to assist with career/family balance
  - Development of an environment conducive to career development

### **Resources**

- [Nomination Form](#); 2024 Dean's Leadership Award for the Advancement of Women Staff
- [Previous recipients](#)

Questions about your nomination or this award? Contact the [JCSW Administrative Coordinator](#).

*Thank you for your interest and efforts in nominating.  
Please feel free to forward this email to your colleagues.*