WellDOM Recognition Program

Purpose: allow colleagues, supervisors, direct reports, etc. to send notes of gratitude recognizing faculty and staff for their hard work and endeavors.

Targeted Audience: All faculty and staff within the Department of Medicine; however, recognition messages can be submitted for faculty and staff outside of the Department of Medicine.

Communication:
- Included in each month’s newsletter
- Faculty Advancement Office Initiatives handout
- Monthly email from DOMAnnouncements
- Mid-month reminder sent to all divisions/units within the Department of Medicine
- Listed out on the WellDOM webpage

Process:
- All faculty and staff are offered the opportunity to fill out the online recognition form
  - Information required includes:
    - Recipient Information
      - Name, Email, Division/Unit, Employee Type
    - Recognition Message
      - Minimum of 50 Characters
    - Submitter Information
      - Given the option to submit anonymously and provide consent for public posting

- Submissions are due by 12pm on Thursday of each week
- Once all submissions are received for the week, WellDOM will:
  - Compile and sort all submissions by division / unit
  - Each recognition message will be added to a branded e-card template
    - For non-anonymous submissions, the submitter’s name will appear after the recognition message on the e-card
    - For anonymous submissions, the submitter’s name will not appear after the recognition message on the e-card

- By 5pm on Friday of each week, WellDOM will send each e-card to the recipients as follows:
  - Anonymous Submissions: Only the recipient will be included on the email from WellDOM with the e-card
  - Non-Anonymous Submissions: The recipient and submitter will be included on the email from WellDOM with the e-card
  - Multiple Submissions for the Same Individual: The recipient and all non-anonymous submitters will be included on the email from WellDOM with each e-card

- Monthly, supervisors will be sent a summary and the e-cards for their direct reports who received recognition.

Please address any questions related to this program to WellDOM@ucdenver.edu or Elle Herner, Departmental Wellness Champion