

D1003 – RECOGNITION AND ACHIEVEMENT AWARDS

PROCEDURES and NOMINATION CRITERIA

The Recognition and Achievement Awards will be presented annually by the President at the Employee Recognition Event.

Recommendation and Selection Procedures

The Recognition and Achievement Awards Selection Committee

Award recipients will be recommended by the Recognition and Achievement Awards Selection Committee, chaired by the Vice-President, People Services. The Committee will also be comprised of the Provost and Vice-President, Academic and Students, a subset of previous award winners, and other at-large members, if necessary. Ideally, representation on the Committee will include at least one Faculty, CUPE and LCAA member. Where a Committee member is an award nominee, the member will excuse him/herself from the entire process for the year and a replacement representative will be provided by the respective employee group. The Committee will be re-selected each year, and the members will be announced to the College.

The Selection Process

Employees will self-nominate or be nominated by their colleague, former colleague, or an administrator who is not a member of the Committee.

Using the decision-making criteria for each category, the Committee will assess the nominations and mutually agree on the recommended award recipients. The Committee will then forward its recommendations to the President for approval. In the event that the Committee cannot mutually agree upon the recommended award recipients, the President will make the final determination. If it is deemed that the applicants do not meet the criteria for an award, the Committee will not make a recommendation for that category.

Nomination Procedures

The nominee must be an individual employed on a regular, permanent basis engaged in ongoing work who agrees to be nominated.

Each nomination package must include the following:

- Completed Nomination Form
- Letter of (self) nomination, not to exceed one page in length
- Current resume
- Descriptive report – each individual nomination criteria must be addressed separately, not to exceed one page in length per criterion
- Letters or comments of support from colleagues and/or students (maximum of three)
- Additional supporting material may be considered

Completed nomination packages are to be sent to the Vice-President, People Services. Submissions that do not adhere to the nomination requirements may not be considered.

Nomination Criteria

In addition to the criteria listed below, all nominees will be evaluated in terms of the consistency, sustainability, duration, variety and amount of their activities and contributions.

Leadership Excellence

This category honours an employee who has made an outstanding contribution in a leadership role to the internal and/or external community. Specific criteria include:

- **Impact** – the nominee has had a significant, positive and verifiable impact on the College and, as a result, the internal and external communities that it serves
- **Community Involvement** – the nominee may have shown leadership within the greater community served through working with community partners
- **Teamwork** – the nominee has involved others in activities and provided a motivational influence
- **Creativity** – the nominee has been able to meet challenges within available resources
- **Dynamism** – the nominee has made significant contribution to the College's positive image in the internal and external communities that it serves
- **Sustained Leadership** – the nominee has consistently applied leadership skills over an extended period of time

Scholarly Excellence

This category honours an employee who has made an important contribution to research and scholarly activity through their work at the College. Specific criteria include:

- **Dedication** – the nominee has shown a consistent and sustained commitment to a clear research agenda/program
- **Leadership** – the nominee has demonstrated qualities of tenacity, perseverance, diplomacy and enthusiasm befitting a role model for colleagues and students
- **Impact** – the nominee's work has been recognized to have made a positive impact on scholarship and the broader community

Service Excellence

This category honours a non-teaching employee who, as a partner in the learning process, has made an exceptional contribution to the internal and/or external College community. Specific criteria include:

- **Impact** – the nominee has had a significant, positive and verifiable impact on both the College and the greater community at large
- **Teamwork** – the nominee has involved others in activities and provided a motivational influence
- **Creativity** – the nominee has been able to meet challenges within available resources
- **Performance and Contribution** – the nominee has demonstrated exemplary performance of duties and has contributed to the institution overall through active involvement (committee membership, volunteer work, etc.). The nominee's participation, contributions and involvement have led to both internal and external benefits for the institution, students and community at large.

Teaching Excellence

This category honours an employee who has exhibited consistent commitment to student success and teaching, and has had a significant impact on the academic and personal growth of students. Specific criteria include:

- **Commitment** – the nominee has shown a consistent commitment to student success and to developing methodologies, materials and processes that have contributed to student success
- **Leadership Teaching** – the nominee has conveyed a leadership role model for teaching colleagues and students
- **Impact** – the nominee’s work has had a recognized and substantial impact on students (employment, success rate), colleagues (through professional development and example) and the College (reputation in the subject area)
- **Sustainability** – the nominee’s commitment has been broadly evident over their career to date
- **Adaptability** – the nominee is able to adapt teaching styles, methodologies and/or materials to fit students’ needs and account for resources available

Awards

Recipients of the Recognition and Achievement Awards will receive:

- A personal, inscribed plaque
- Public acknowledgement through display of Recognition and Achievement Awards:
 - Photograph and description of recipients (updated annually)
 - Historical listing of recipients’ names and the year of the award
- \$2,000 towards professional and/or leadership development (to be used within same fiscal year)