

**Faculty of Human and Social Development
Award for Staff Excellence
Terms of Reference**

The Human and Social Development Staff Excellence Award will be offered bi-annually.

Purpose

The Award has been established to recognize and encourage excellence and to honour the commitment and contributions made by staff in the Faculty of Human and Social Development.

Award

Two awards will be given bi-annually to one CUPE staff member and one PEA member in honour of their contribution to the school, program, Faculty and / or the University.

All nominees will receive a certificate of recognition and award recipients will receive a framed certificate of recognition and a \$300 honorarium.

Award recipients will usually be announced by March 1 and a Faculty-wide announcement will be made. A photograph of all the recipients will be placed in the entrance stairwell.

The Awards Committee

The HSD Staff Awards Committee will be convened by the Dean or Dean's designate with a selection of internal and external members and may include students, faculty, sessional instructors, staff and representatives from external units with a connection to the Faculty.

A quorum for committee deliberations will be the number of members minus one.

The Nomination Process

Nominations will be solicited in the fall by means of notices that will be distributed widely to students, faculty and staff in the Faculty. The Call for Nominations will be made on or before November 15 in the preceding year that the award is being made. The nomination deadline date is February 1. Late nominations will not be accepted.

Nominations shall be made on a nomination form signed by a nominator and two additional supporters.

All nominations, except recipients, will be carried forward, upon the request of the nominator for the next nomination review. Nominators will be notified in order to update the file as required.

Award Decision Process

All completed nominations received by the deadline will be reviewed by the HSD Awards Committee. Usually one recipient will be identified for each award. The recipient will be notified by the awards chair and will be asked to complete appropriate release forms.

Recognition of Award Winners

Award recipients will usually be announced by March 1.

All nominees will receive a certificate of recognition and award recipients will receive a framed certificate of recognition.

Award recipients will receive an honorarium of \$300.

Conflicts of Interest for HSD Teaching Awards Committee Members

Members of the HSD Teaching Awards Committee are expected to declare any real or perceived conflicts of interest as the Committee begins its review of nominees.

Where a conflict of interest exists, the Committee shall decide what effect that will have on the member's participation in Committee deliberations. If Committee members are evenly divided on such an issue, the Chair will make the final decision.