Ralph Scheurle Staff Service Excellence award in the Office of Research Services.

Deadline for nominations: May 15th.

**Purpose:**

To recognize and celebrate the achievements of our staff in the Office of Research Services in support of research and research services, including community outreach.

**Awards:**

Each awardee will be recognized on a commemorative plaque in the office, a personal wall plaque with citation, and a cash prize or professional development allowance of $500.

Awards and recognitions will be announced at a special event.

**Eligibility:**

- Normally, at least 3 years of employment in the Office of Research Services (Full or part-time appointment; regular or other appointment)
- Previous winners of this award and winners of the President Distinguished Service Award are not eligible.

**Nomination Procedures:**

Nominations may be initiated by staff, management or faculty. Self-nominations will be accepted.

Nomination letter that outlines the nominees’ accomplishments with regard to the award criteria:

- commitment to high standards of service;
- responsiveness to students, faculty and/or staff;
- dedication and high level of integrity;
- inspiration to students, faculty and staff; and/or
- community service (on and/or off campus).

Letters of support- at least 2 letters must be submitted with the nomination. Please see Appendix 2 for information on letters of support.

Nominees resume- Nominees MUST be advised of and agree to be nominated.

Nominations and supporting documentation must be submitted to Rachael Scarth, AVPRO with a copy of the nominating letter sent to Susan Ellis, ORS Administrative Manager.
Awards Committee:

The AVPRO will appoint a selection committee of at least 3 members, with representation from the staff (may include past award winners) and the university community.

The AVPRO will chair the committee and vote only in case of a tie. If a staff member on the committee is a nominee, an alternate will be appointed. The selection committee can decide, after review of the nominations, not to make an award in any year.

Please contact Rachael Scarth AVPRO for further information.
Appendix 1.

**Background to the Ralph Scheurle Staff Service Excellence Award**

Mr. Ralph Scheurle retired from the University of Victoria in 2012, after over 38 years at the university. In his career, he made significant contributions to the area of animal care services, in his first position as a technician in the department of biology and his role as the manager of animal care services in the Office of Research Services.

In 2010, Ralph’s service to the university community was recognized in the President’s Distinguished Service Award for Excellence in Service. The award citation read in part:

*When people think of the Animal Services Unit at UVic, they think of Ralph Scheurle. Ralph consistently focuses on the goal of providing high quality services to UVic faculty, while ensuring the highest standards of animal care and the best possible working conditions for staff.*

*During his career, Ralph has provided support and mentoring for students, faculty and staff while supervising a large staff with diverse responsibilities in animal care. He has also been instrumental in coordinating the design and construction of several campus facilities: the Outdoor Aquatics Unit, the Medical Sciences Building animal care unit, and most recently the animal care unit in the Bob Wright Centre. From design through start-up, Ralph has collaborated with architects, trades people, suppliers and other UVic staff to ensure the successful completion of this state-of-the-art facility. He characteristically deflects the applause onto his team saying that he feels his success is the result of a great team effort. Ralph says one of the great pleasures of his job has been working with such wonderful colleagues throughout his career.*
Appendix 2.

Sample Questions for response in the letters of support to accompany the nomination.

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<td>What has this individual done that demonstrates their commitment to high standards of service?</td>
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<td>What has this individual done that demonstrates their responsiveness to students, faculty and/or staff?</td>
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<td>What has this individual done that demonstrates their dedication and high level of integrity?</td>
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<td>How has this person been an inspiration to students, faculty and/or staff?</td>
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<td>How has this person demonstrated their commitment to community service (on and/or off campus)?</td>
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