Annual Award for Staff Excellence
Faculty of Education

The Faculty of Education invites nominations for the Annual Award for Staff Excellence.

The selection committee for the Annual Award for Staff Excellence is comprised of a regular staff member from each of the Faculty’s five units (Deans Office and Advising, EDCD, EPHE, EPLS, IED), including the previous year’s award recipient. The selection committee is normally comprised of a representative from different levels of administration (Dean or Associate Dean, Chair or Director, and staff member from CUPE 951 and PEA).

CRITERIA
This award recognizes excellence in the performance of the administrative duties in the Faculty. The following criteria are indicative but not exhaustive:

- Demonstrated excellence in their support of the teaching and/or research missions of the faculty and/or their contributions to civic engagement
- Support of the students and/or faculty in the programs
- Contributions to community engagement at various levels
- Interactions with other units on campus (eg: Registrar, Grad Studies, VPAC, FPH, etc.)
- Training undertaken to enhance skills
- Fostering collegiality within the unit

ELIGIBILITY
- Nominees must be a current employee in the Faculty of Education with at least 3 years classified as CUPE 951 or PEA
- Both full and part-time staff members are eligible
- Previous winners of this award and winners of the President’s Distinguished Service Award are not eligible for a 5-year period
- One nomination from a given unit will be accepted each year. If there are more than one nominee within the unit, the Chair/Director selects the final nomination to be put forward

NOMINATION PROCEDURE
- A letter of nomination (maximum 2 pages) outlining the ways in which the staff member has met the Award criteria should be submitted by a regular faculty member, staff or continuing sessional to the nominee’s respective Director, Chair, Associate Dean/Dean.
- A letter from the Director, Chair, or Associate Dean/Dean of the nomination unit summarizing the support to the department

March 2019
• The nominator must have the nominee’s written consent to put his or her name forward for the Award
• We encourage nominations across all units; you are not restricted to nominating staff members only within your unit

SELECTION PROCESS
• The winner of the award will be chosen by the selection committee after the nomination process has closed.

DEADLINES FOR NOMINATIONS
• Nominations should be submitted to the unit Director, Chair, Associate Dean/Dean no later than April 10th for unit adjudication.
• Final nominations should be submitted to the Assistant to the Dean no later than April 15th. If the deadline falls on a weekend, the application is due on the following Monday.