

## Faculty of Human and Social Development

### Island Savings HSD Staff Professional Development Award

#### Terms of Reference 2023

#### Criteria for the Award

Island Savings HSD Staff Professional Development Award is offered to a staff member in the Faculty of Human and Social Development who inspires their colleagues by building a sense of community and contributing to a spirit of well-being within the workplace. The award is to be used by the recipient for professional development opportunities. Individuals are nominated by a staff colleague in HSD.

This award supports our HSD strategic priorities by fostering a healthy and inclusive culture and raise our visibility and impact locally.

#### Eligibility

Eligible nominees will be full-time HSD staff members. Nominees will have a minimum of one year working experience at HSD.

#### The Nomination Process

Nominations are solicited in the Fall by means of notices distributed staff and Directors in the Faculty of HSD. The complete the nomination package, includes the attached Nomination Form, with consent from the nominee.

Award recipients will be selected by a Staff Award Committee consisting of one CUPE 951-member, one PEA staff and Administrative Director. Committee membership will be determined by the Dean's Office after the submission deadline to avoid conflict of interest.

Please submit nomination packages electronically in one continuous scan to [hsdda@uvic.ca](mailto:hsdda@uvic.ca) with the subject line: *2023 Island Savings HSD Staff Professional Development Award*.

#### Nomination Process Overview

Tuesday, November 1, 2023, by 4:30PM	Deadline to submit applications to <a href="mailto:hsdda@uvic.ca">hsdda@uvic.ca</a> .
Friday, December 2, 2023	Dean's office notifies award recipients, unsuccessful nominees, and Directors.
2nd week of December 2023	Awards presented during Dean's Winter Holiday Reception

#### Recognition of Award Winners

The award recipient will receive a \$1,000 funding towards a professional development opportunity of their choice such as a conference, training course, workshop. Notice of the award recipients will be submitted to The Ring.

#### Nomination Package

1. Nomination Form (see attached).
2. Each nominator must provide a letter of maximum 350 words describing how the staff member meets the criteria for the award.