

**Faculty of Human and Social Development**

**Staff Recognition Process**

**Terms of Reference 2024**

**Objective**

The Faculty of Human and Social Development would like to recognize administrative support staff (CUPE and PEA) who went above and beyond their job descriptions, who made our days brighter, and who inspired us in their day-to-day work.

This is a strengths-based, non-competitive initiative designed to advance our HSD strategic priority in the area of fostering a healthy and inclusive culture. It is meant to increase our sense of community, recognize and create opportunities for staff, and celebrate the excellence and diversity of contributions of staff members in HSD. We also hope it can contribute to shoring up our collective resilience to thrive in a challenging environment.

**Eligibility**

All HSD administrative support staff (CUPE and PEA), regardless of their employment status or start date, can be nominated by HSD staff colleagues, faculty members, students and directors.

A person may be nominated only once a year.

There is no limit to the number of nominations.

**Process**

Nominations will be solicited in January and May of each year by a notice distributed to all HSD staff, faculty, and directors.

Please submit nominations electronically on the attached Nomination Form to [hsdda@uvic.ca](mailto:hsdda@uvic.ca) with the subject line: **HSD Employee Recognition**.

**Submission and nomination dates**

<b>Spring:</b> January – April 2024 nomination period	<b>Mid-May 2024</b> – HSD staff gathering and recognition celebration
<b>Summer:</b> May - August 2024 nomination period	<b>Mid-September 2024</b> - HSD staff gathering and recognition celebration

**Recognition**

The Dean’s Office will organize two recognition ceremony events per academic year to celebrate and honour staff contributions. All those who have been nominated will be recognized. The nominees will be introduced by their respective Administrative Officer or Director and select details from their nomination package will be shared. The recognition events are informal, strengths-based, community-building opportunities, and will include prizes, tea/coffee/treats and some fun activities. A notice of all nominees will be publicized in the HSD newsletter.

**Staff Nomination Form**

Please see attached.