



Annual Award for Staff Excellence

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

CRITERIA

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

- support of the students in the program
- support of the faculty members
- contributions to community engagement
- interactions with other units on campus (e.g., Registrar, Grad Studies, VPAC, etc.)
- training undertaken to enhance skills
- fostering collegiality within the unit

ELIGIBILITY

- Nominees must have been employed in the Faculty of Humanities for 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.
- Nominations from a previous year may be submitted up to 3 times.
- One nomination from a given department or program will be accepted each year.

THE NOMINATION PROCEDURE

- A letter of nomination (maximum 2 pages) outlining the ways in which the staff member has facilitated the academic goals of the program should be submitted by a regular faculty member, staff or student to the Associate Dean Academic.
- A letter from the Chair/Director of the nominating unit summarizing the support to the department.

SELECTION PROCESS

The winner of the award will be chosen by the Dean, the Associate Dean Academic, and a staff member chosen after the nomination process has closed.

DEADLINE FOR NOMINATIONS

Nominations should be submitted to the Associate Dean Academic no later than **April 15**. If the deadline falls on a weekend, the application is due the following Monday. For additional information, please contact the Dean's Office at (250) 472-4677 or humsassistant@uvic.ca. For additional information, please contact the Dean's Office at (250) 472-4677 or humsassistant@uvic.ca.