



STAFF EXCELLENCE AWARD

PURPOSE

This award recognizes demonstrated excellence in the performance of administrative, support, or service duties in the Faculty of Humanities.

THE AWARD

One award will be presented each year. Any member of staff can be nominated in any given year with no limit on the number of nominations or areas represented by the nominees. The recipient will be recognized at the Fall Welcome Ceremony, will receive \$500 in professional development funds, and will have their name inscribed on a commemorative plaque.

ELIGIBILITY

Nominees must

- (1) have completed three years of employment at UVic in the Faculty of Humanities, and
- (2) be currently employed in the Faculty of Humanities.

Nominations remain active for three consecutive years if the individual continues in a staff role during that period (nominations may be updated). Repeat nominations are accepted after a gap of two years; new nomination letters and updated supporting materials are required.

In exceptional circumstances, previous winners are eligible for re-nomination.

For clarification of eligibility, please contact the Dean of Humanities:

deanhums@uvic.ca.

CRITERIA

The following criteria are indicative but not exhaustive:

Excellence in

- support of students
- support of 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

THE NOMINATION PROCEDURE

Nominations may be initiated by faculty, staff, students, or alumni of the Faculty of Humanities.

Nominations shall include a letter of nomination outlining the ways in which the staff member has performed exceptionally in support of their unit or the Faculty of Humanities (maximum two pages). The letter should come from the principle nominator and be co-signed by at least three other members of the Faculty of Humanities.

CONDITION OF AWARD

The recipient shall deliver a short (2-minute) presentation related to their teaching at the Fall Welcome Ceremony.

DEADLINE FOR NOMINATIONS

The award is adjudicated by the Dean, the Associate Dean Academic, and a staff member chosen after nominations have closed. All nominations must be received by **May 31**. Nominations should be submitted to humsassistant@uvic.ca.

The announcement of the recipient shall be made in September, with a presentation at the Fall Welcome Ceremony.