President’s Extraordinary Service Awards Overview

1. PURPOSE

President Jamie Cassels has stated that, “… our university’s core strength truly rests on the special combination of talented and dedicated people working in a collaborative and collegial environment.” The President’s Extraordinary Service Awards celebrate the outstanding contributions of these people, whether teams or individuals, from all across campus.

2. ELIGIBILITY

All university employees are eligible for these awards and may be nominated as individuals or teams by an eligible nominator (see below). Nominees must be active employees within the nominating year to be eligible.

3. SELECTION PROCESS

Nomination: A call for nominations will go out to the university community in the early winter via various communications channels according to that year’s timeline. A nominator must be an active university employee (faculty or staff) and make their nominations in writing via the prescribed Nomination Form.

Nominations that meet award criteria can remain active for three years; however, nominations will only be considered in year two and three if the nominator sends a letter and updated nomination form to the selection committee asking that this be done.

Selection: A Selection Committee (see Terms of Reference) is convened to adjudicate the awards each year and to select recipients who go above and beyond what is expected of their role. As the awards are open to both individuals and teams from all employee groups, the selection committee considers nominees’ contributions within their particular contexts. For example, one employee’s role may allow more formal opportunities to meet the award criteria, whereas another person may need to reach above and beyond their formal role to achieve the same impact. The selection committee would assess the nominees’ contributions in these positions on a relative rather than absolute basis. The same principle would apply in adjudicating teams and individual nominations in the same category. The committee convenes to review nominations, and then makes recommendations for final recipients to the President.

4. RECOGNITION

The awards will be announced at the “Cause for Applause” awards celebration. Individual recipients will receive a certificate of $1,000; teams will receive and share $2,500.00. The total value of all awards will not exceed $12,500.00. Please note that monies received are a taxable benefit. Nominee and recipient profiles which meet award criteria will be posted to the Awards website. The award recipients will be featured in various university publications (such as the Ring) celebrating them and their contributions to the university community.

5. CATEGORIES AND CRITERIA

There are four categories of awards, all of which are open for individual and team nomination.

Navigator Award
This award recognizes individuals or teams who demonstrate inclusivity—they create a welcoming and
responsible environment that advances the university’s mission, values and commitment to excellence by allowing everyone to contribute and achieve their best. This may include but is not limited to:

- Demonstrating UVic’s commitment to inclusive excellence, equity, diversity and respect for all persons through action or advocacy that makes UVic a more welcoming and inclusive environment for everyone who learns, works or visits on campus
- Furthering the physical, emotional and spiritual well-being of the UVic community
- Guiding us toward our goals with behaviour that embodies and exemplifies our values, culture and history.

Collaborator Award
This award recognizes individuals or teams who collaborate—they contribute to our collegial culture and environment by building mutually beneficial relationships within the university, the local community and beyond. This may include but is not limited to:

- Demonstrating exceptional leadership, either personal or positional, that brings people together to further the mission and vision of the university
- Fostering collaboration, communication and cooperation among colleagues and stakeholders through exceptional participation and effectiveness in university governance or planning processes
- Developing outreach programs and activities that invite and encourage collaboration and partnerships between UVic and our local and global communities.

Cultivator Award
This award recognizes individuals or teams who make continuous improvements—they nurture and grow our existing organizational, human, financial and physical resources to create an extraordinary experience for students, faculty, staff or our community. This may include but is not limited to:

- Finding new and better ways to use existing UVic assets and resources
- Developing significant improvements for an existing process, service, or equipment that enhances the experience for users and furthers university objectives
- Improves—either visibly or behind-the-scenes—the quality and livability of our campus.

*Nominees who have created new resources and processes may be better suited for the Innovator Award.

Innovator Award
This award recognizes individuals or teams who innovate—they create and contribute to positive change and progress at UVic. This may include but is not limited to:

- Helping create and implement an innovative new process or service
- Challenging the status quo in a way that positively contributes to the university’s mission
- Contributing inspiring, constructive and provocative ideas that enrich the university’s culture.

*Nominees who have improved existing resources and processes may be better suited for the Cultivator Award.