



## **AWARD for STAFF EXCELLENCE**

The Faculty of Science annually presents one “Award for Staff Excellence”.

### **Purpose**

This Award recognizes and rewards a staff member in the Faculty of Science for demonstrated excellence in their support of the teaching and/or research missions of the Faculty and/or for their contributions to civic engagement.

### **Award**

The Staff Excellence Award consists of a commemorative plaque and a cash prize or professional development allowance of **\$1000**. The name of the Award winner will be permanently displayed on a wall plaque in the general office of the Dean of Science. The Award is supported by anonymous donations to the Faculty of Science for the support of teaching and research excellence. The winner will be honoured at the annual Faculty of Science Awards ceremony.

### **Eligibility**

- Nominees must have been employed in the Faculty of Science 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 Presidents Distinguished Service Award are not eligible.
- Nominations in a given year may remain in the pool for up to 5 years total with updates made as appropriate. The 5-year eligibility window will re-start if a nomination is withdrawn then re-submitted in a future year.
- One nomination from a given department or school will be accepted each year.

## **Nomination Procedures**

- Nominations may be submitted by faculty, staff, or students in the Faculty of Science.
- A cover letter by the nominator of not more than two pages must outline why the nominee merits the Award.
- The nominator must have the nominee's written consent to put his or her name forward for the Award.
- A letter from the Chair/Director of the nominating unit, or Dean in the case of Stores Staff, summarizing the support to the department/school.
- Up to 5 letters of support from members of the unit.
- Up to 3 pages of additional supporting documents.

## **Selection Committee**

The selection committee for the Award will be the Staff Advisory Committee of the Faculty of Science chaired by the Dean. The Dean will vote only in the case of a tie. This committee normally will be composed of the Administrative Officer (AO) from each of the six units in the Faculty, plus a staff member from the Office of the Dean. If a staff representative is a nominee then that unit must find an alternate. The competition will run if at least one nomination is submitted. The selection committee may decide, after reviewing all of the nominations, that no candidate merits the Award in a given year.

## **Deadline for Nominations**

March 1 of each year.

## **Award Presentation**

The Award for Staff Excellence will be presented at an award ceremony early in the Fall academic term.

For further information contact the Dean of Science

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