



**FACULTY OF ENGINEERING
AND COMPUTER SCIENCE**

Office of the Dean

DEAN'S STAFF RECOGNITION AWARDS 2017

CALL FOR NOMINATIONS

Purpose of the Award

The purpose of the Dean's Staff Recognition Award is to formally recognize the effort of support staff members who consistently provide outstanding contributions to the work and community environment of the Faculty of Engineering and Computer Science. A maximum of two (2) awards will be made in any given year depending on the caliber of the nominations.

Eligibility

All permanent staff members (full-time or part-time), are eligible to be nominated. Nominations of staff members who received this award in the past four years will not be considered (see list attached). Members of the selection committee are not eligible for this award.

Application Procedure and Documentation Requested

A departmental committee shall be constituted at the discretion of the Chair of the department. Each departmental committee will forward up to two nominations to the Faculty selection committee. Nominations may be submitted to the departmental committee by any member of the ENCS community including students, staff, and faculty. The deadline to submit nominations to the departmental committee will be at the discretion of the Chair.

Each nomination package must contain the following:

- Nomination form (attached)
- A letter from the nominator explaining the reason for nominating the staff member and providing specific examples of how the candidate has fulfilled the criteria for the award;
- A letter of support from the supervisor or manager of the nominee;
- Two other letters of support;
- Up to four pages of additional information may be attached which describes the nature of the work to be recognized.

Once approved by the departmental committee, nomination packages must be received in a sealed envelope with "**Dean's Staff Recognition Award Nomination – Confidential**" clearly indicated, by the Office of the Dean no later than **April 12, 2017** at 4pm.

Late nominations will not be considered.

The Faculty Selection Committee

The Selection Committee is composed as follows:

- The Dean of ENCS, who will chair the committee
- Four full time staff members to be elected by staff from the following four groups: CUSSU, CUUSS-TS, CUPEU, ACUMAE (one representative per group);
- One Associate Dean, as selected by the Dean of ENCS
- One Department Chair, as selected by the Dean of ENCS

All members of the committee will serve for a minimum of one year. Staff representatives are selected by the staff at large following established procedures. **Committee members cannot sign nomination forms or participate in the nomination process.**

Selection Process

Step	Deadline
Call for nominations for representatives for the selection committee	March 3
Election/appointment of committee members*	March 6
Call for nominations for the Dean's Staff Recognition Awards	March 9
Deadline to submit nomination packages to the Office of the Dean	April 12
Review of submissions by committee members and selection of winners	April 19
Announcement of winners and presentation of awards (Save the date)	May 18

*Note: Whoever is selected to become a member of the committee will not be eligible for an award for that year.

Criteria

The committee will give all nominations fair and equal consideration with regard to criteria, which may include:

- a) Demonstrated exemplary contribution through work or to the University community;
- b) Initiative and/or innovativeness over and above what is usually expected;
- c) Promotion of a positive work environment through consistent dedication, a positive attitude and teamwork;
- d) Exemplary customer service towards faculty, staff and/or students;
- e) Successful completion of a significant project.

Value of Award

Normally, two Staff Recognition Awards will be presented in each academic year depending on the caliber of the nominations. Each winner will be presented with a framed certificate of recognition and an award of \$1,500 (subject to applicable taxes).

Announcement/Presentation of Award

The Award winners will be recognized at the Dean's Awards Ceremony and will have their profiles posted on the ENCS web site.