

Faculty of Science Support and Research Staff Awards of Excellence

TERMS OF REFERENCE

Overview

The Awards of Excellence for Support and Research Staff within the Faculty of Science are intended to recognize and reward employees, or teams of employees, who have excelled in their roles, exhibiting exemplary performance and high standards of achievement or service above and beyond what is normally expected from their roles. They will have fostered an atmosphere of trust, respect, cooperation, creativity and innovation, and will have demonstrated exceptional dedication and commitment to the Faculty and the University.

There will be a maximum of nine (9) awards presented each year. Awards will be made on merit and there will no specific quotas for a particular category, employee group, or unit in any given year. Every attempt will be made to ensure a reasonably representative balance within the Faculty of Science's expanding family of honorees. Each recipient or team of recipients will receive a commemorative certificate as well as a prize in accordance with University rules and regulations.

Criteria

The nominee must have demonstrated a high standard of excellence, as evidenced by exceptional contributions and achievements in accord with the characteristics of the Principal Category of nomination (as outlined in Appendix A). A strong nomination will be a concise presentation of a candidate's actions, activities and results, in which all facets of the contributions and achievements cited in the nomination will be supported by documented evidence. Recognizing that some nominations may span more than a single category, a secondary category, if relevant, may be identified with appropriate justification. As the roles of support and research staff vary widely within the Faculty, the selection committee will consider evidence broadly.

Any nomination for one of the **Principal Categories** listed in Appendix A can be made on behalf of an individual or a team. For a team nomination, the following teamwork criteria additionally apply:

- the combined achievements of the group arise from actions that are coordinated, cooperative, supportive, effective and efficient, and hence the group is able to accomplish significantly enhanced collective results (i.e. more than the sum of the individual efforts).

Eligibility

All categories of the Awards of Excellence for Support and Research Staff are open to employees in both AUPE and MaPS employee groups, regardless of whether they are supported through operating or research/project funds. All nominees will normally be University of Calgary employees within the Faculty at the time of the nomination, and have been in their current position for at least six (6) months. An individual or team may not receive a specific award (i.e. one in a particular principal category) more than once. The nomination of a particular individual or team may be resubmitted up to three (3) times, with the possibility for revision of the nomination package.

Nomination and Selection Process

The nomination process is an open one (e.g., it is not departmentally based and there are no quotas). There will be a primary nominator (who should normally be a Faculty of Science employee or student) and at least two supporting nominators (who should normally be University of Calgary employees or students). There is no requirement for the primary or supporting nominators to be the supervisor of the nominee. The deadline for receiving nomination packages will be determined annually by the Awards Committee.

Nomination Package

The intent of the nomination package is to provide the information necessary (as it specifically relates to the nomination) to allow for evidence-based decision-making.

Nomination Form

A simple (web) form that provides the names, positions, Department/unit affiliations, and email addresses of the nominee, the nominator, and the supporting nominators. It also specifies the category of the nomination.

Nomination Letter

The nomination package will include a cover letter (of at most four (4) pages) addressed to the Dean that summarizes the case, outlining the exceptional commitment and special qualifications of the nominee, and describing how the nominee has exceeded the expectations of their role, with appropriate reference to the supporting documentation provided.

Supporting Evidence

Supporting evidence substantiates the excellence of the nominee, and may include, but is not limited to, the following:

- letters of support (from the supporting nominators);
- appropriate relevant documentation that helps demonstrate how the individual or team has gone above and beyond (publications, reports, reviews, recognitions and awards, etc.);
- appropriate relevant data (e.g. students served, evidence of impact, etc.);
- unsolicited feedback (e.g. testimonials) showing evidence of positive experiences, outcomes and participation;
- other concrete evidence.

Selection Process

The adjudication of support and research staff award nominations will be undertaken by an evaluation committee struck by the Awards Committee and co-chaired by the two (2) support staff members on the Awards Committee. If required, this committee will additionally include at least five (5) support and research staff members who will normally serve staggered 2-year appointments that may be renewed once. The Awards Committee will issue an annual call for volunteers and/or nominations to serve on the evaluation committee. The membership of the evaluation committee will be reasonably representative of the employee groups; this committee will also include a non-voting representative from Human Resources. The evaluation committee will make its recommendations to the Awards Committee.

Appendix A: Principal Categories

- **Leadership**: for supporting a positive work environment, characterized by respect, support, trust, and collegiality, by guiding, directing, encouraging, and mentoring individuals to help build commitment and achieve common goals; for seeking growth as a professional, fostering an atmosphere of cooperation and creativity, and promoting the growth and development of others.
- **Community Spirit**: for making the Faculty a great place to work, learn and live and fostering a sense of belonging to the University/Faculty community, and/or for supporting and promoting the Faculty/University to others and working as a good ambassador for the Faculty/University.
- **Research and Scholarship**: supporting or advancing research, scholarship and/or learning.
- **Innovation and Change**: for providing creative ideas and/or solutions that have enhanced the efficiency and effectiveness of their peers or units; taking the initiative to improve procedures, processes, practices, productivity or service levels to achieve maximum results for and impact on service and support.

- Client Service: for demonstrating respect and compassion, the highest standards of personal integrity and trustworthiness, a willingness to go above and beyond in meeting the needs of clients (e.g. students), and the ability to anticipate and respond to client needs to provide the highest level of service.
- Diversity: for advancing and/or promoting an environment of understanding and respect within the University and/or the community at large by taking steps to create a more welcoming work place and/or campus/community climate through understanding, encouragement, or education to foster respect for differences among and between persons and groups.

In addition, there are two (2) categories applying to specific service lengths:

Rookie Award of Excellence

This special recognition is for an individual exhibiting exemplary performance and high standards of achievement in a new role (i.e. normally in their current position for at least six (6) months and not more than two (2) years). Evaluation will be on overall performance, where identification of a Principal Category is optional.

Career Achievement Award of Excellence

This special recognition celebrates the exceptional contributions and achievements of an individual during their career within the Faculty of Science, which may span multiple roles. The individual will have normally been employed for more than a total of 15 years within the Faculty. Evaluation will be on overall impact of the individual's career and will normally span multiple Principal Categories.