



Deputy Vice-Chancellor and Principal Award

Up to one award of \$5000 is presented annually to a staff member who has made outstanding contributions to the University of British Columbia – Okanagan campus.

Eligibility

Nominees must meet all of the following to be considered:

1. Permanent full-time staff at UBC's Okanagan campus
2. Employed at UBC Okanagan for at least three continuous years of service
3. Have not previously won the Deputy Vice-Chancellor and Principal Award

Criteria

1. The Award is given to a staff person in recognition of exceptional contributions to UBC Okanagan and the community at large.
2. The successful applicant has initiated projects and programs that exceed their current job description duties and which have benefited the community at large.
3. The successful applicant's service exemplifies outstanding contributions in at least two of the four Staff Awards of Excellence categories¹:
 - Enhancing the UBC Experience (Customer Service)
 - Leadership
 - Sustainability
 - Global Citizenship

Nomination Process

Complete nomination form, attach responses to the questions below, and provide three (3) letters of support (1-nominator; 2-preferably external to the University). Forward completed package to the Deputy Vice-Chancellor and Principal's office by 4:30 p.m. on the deadline date.

Note: All UBC Okanagan faculty and staff may nominate candidates for this award. The Deputy Vice-Chancellor and Principal's Direct Reports Team will review all complete nominations.

¹ Information on the Staff Awards of Excellence categories and corresponding criteria may be found at: <http://hr.ok.ubc.ca/learning/awards/staffexcellence.html>



Deputy Vice-Chancellor and Principal Award Nomination Form

FULL NAME OF NOMINEE: _____

ADDRESS: _____

PHONE NUMBER: _____

TITLE / POSITION: _____

FACULTY OR DEPARTMENT: _____

Please address the following questions and attach responses to this document (along with three letters of support; 1 – nominator; 2 – preferably external to the University):

- 1. State why the nominee should receive the Deputy Vice-Chancellor and Principal’s Award. Identify the individual’s outstanding achievement/contribution(s), how it was accomplished, and how it was beyond the requirements of the individual’s regular duties.**
- 2. Describe the overall impact of the individual’s achievement/contribution(s) to UBC Okanagan and the broader community. Explain how their service exemplifies at least two of the four Staff Awards of Excellence categories²**

SUBMITTED BY: (PLEASE PRINT)

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

SIGNATURE: _____

DATE OF NOMINATION: _____

² Enhancing the UBC Experience (Customer Service); Leadership; Sustainability; Global Citizenship



Completed nomination packages must be submitted by 4:30 p.m. on July 18, 2016 to the Deputy Vice-Chancellor and Principal's office:

- **via email: deputy.vicechancellor@ubc.ca; or**
- **in person/by mail: ADM 102, 1138 Alumni Avenue, Kelowna, BC, V1V 1V7**

PLEASE NOTE:

- ALL INFORMATION SUBMITTED ON BEHALF OF THE NOMINEE WILL BE KEPT STRICTLY CONFIDENTIAL.
- ONE FORM (INCLUDING THREE LETTERS OF SUPPORT) PER NOMINEE IS SUFFICIENT.
- AN ACKNOWLEDGEMENT WILL BE SENT TO THE **NOMINATOR** UPON RECEIPT OF THE COMPLETED NOMINATION FORM.
- NOMINEES WILL NOT BE CONSIDERED WITHOUT A COMPLETED NOMINATION FORM.
- IF SUCCESSFUL, NOMINATORS WILL BE NOTIFIED BY THE DEPUTY VICE-CHANCELLOR AND PRINCIPAL IN WRITING AND WILL BE INVITED, ALONG WITH NOMINEES, TO AWARD CEREMONY.