



# Principal's Staff Awards Terms of Reference

## Purpose of Program

The Principal's Staff Awards celebrate outstanding contributions that go beyond regular job responsibilities and significantly impact the university community. These awards align with UBC's commitment to an outstanding work environment, by:

- Recognizing initiative, creativity and dedication that enhance the UBC experience for everyone.
- Supporting recruitment and retention by fostering a culture of excellence and appreciation.

## Award Categories and Budget

There are seven (7) award categories, with up to \$14,000 awarded annually (\$2,000 per award):

Category	Type
Enhancing the UBC Experience	Individual
Equity and Inclusive Excellence	Individual or Team
Global Citizenship	Individual
Leadership	Individual
Okanagan Campus Spirit	Team
Sustainability	Individual
Wellbeing	Individual or Team

## Eligibility

- Individual nominations - open to all permanent UBC Okanagan staff and Librarians with a minimum of two (2) years' continuous service.
- Team nominations – open to teams of three (3) members or more, with at least six (6) months of cumulative service per member.
- Nominees must be actively employed at UBC at the time of the award announcement (typically end of August).
- Nominations may be submitted by UBC Okanagan faculty, staff or students.

## Award Categories and Criteria

Each award recognizes exceptional contributions that exceed normal job expectations and significantly impact UBC Okanagan.

**Enhancing the UBC Experience** recognizes individuals who elevate service excellence beyond standard expectations. Nominees should have accomplished some or all the following within UBC:

- Enhancing the value, efficiency, or quality of services provided
- Consistently delivering high-quality support to faculty, staff, students, and alumni beyond the normal expectations of their role
- Anticipating and proactively resolving client needs and challenges
- Implementing innovative, cost-effective solutions for daily operations
- Displaying exemplary problem-solving skills
- Serving as a role model by demonstrating adaptability and positive interactions

**Equity and Inclusive Excellence** recognizes efforts by a team or individual that foster a more inclusive and equitable UBC beyond their job scope. Nominees should have accomplished some or all the following within UBC:

- Leading initiatives to promote equity, diversity, and inclusion (EDI) within UBC
- Creating or implementing strategies that remove barriers for marginalized communities
- Leading by example to influence and engage others in equity and diversity initiatives
- Applying an equity lens to modify projects and initiatives within their area of influence

**Global Citizenship** recognizes individuals who strengthen UBC's local and global connections. Nominees should have accomplished some or all the following:

- Building and sustaining collaborative, sustainable partnerships within UBC and with external organizations locally and globally
- Applying systems thinking to foster collaboration, sense-making, and integration across campuses
- Advancing UBC Okanagan's role as an inclusive and engaged global citizen through personal action or institutional positioning

**Leadership** recognizes outstanding leadership that goes beyond a formal role. Nominees should have accomplished some or all the following within UBC:

- Championing exemplary and inclusive people practices
- Inspiring a shared sense of purpose, vision, and mission
- Building consensus and driving action toward organizational goals
- Leading and managing change initiatives effectively
- Delivering sustainable, long-term results
- Committing time and effort to coaching and mentoring

**Okanagan Campus Spirit** recognizes teams that exemplify collaboration, positivity, and community spirit. Teams should have:

- Demonstrating strong internal collaboration, enthusiasm, dedication, perseverance, and excellence in the face of challenges
- Promoting a positive work environment built on respect, support, trust, and collegiality
- Working with the team to understand its role within UBC, and to develop a unified approach to achieving its mission or project goals
- Implementing creative approaches that build morale, celebrate campus culture, or connect people in meaningful ways
- Engaging in efforts that have made a recognizable impact on the campus community over a sustained period of time

**Sustainability** recognizes individuals who advance UBC's sustainability goals beyond their job scope. Nominees should have accomplished some or all the following within UBC:

- Demonstrating the application of UBC sustainability policy or plans in their actions, daily operations or activities on campus
- Actively engaged their colleagues in demonstrated ways to support campus sustainability
- Initiating a sustainability-related initiative or practice within the unit or department that has benefited day-to-day operations or the overall environmental footprint of the campus
- Demonstrating involvement as a volunteer individual or team that help educate, create awareness or promote campus sustainability
- Activities can be related to, but are not limited to the following: energy conservation practices; recycling and waste diversion practices; water conservation practices; sustainable purchasing practices; sustainable food choices and service delivery; sustainable accommodation operations; green meetings and events; paperless office initiatives

**Wellbeing** recognizes individuals or teams who go above and beyond their regular job responsibilities to champion wellbeing across campus. Nominees should have accomplished some or all the following within UBC over a sustained period of time:

- Creating opportunities for others to increase their knowledge, skills and awareness of individual, community or organizational wellbeing
- Developing and leading programs or initiatives that enhance mental, physical, or social wellbeing
- Creating inclusive and supportive spaces (virtual and/or physical) that foster a sense of belonging for students, faculty, or staff
- Inspiring and sustaining positive cultural shifts that prioritize health and wellbeing in the workplace, learning environments or campus settings, beyond standard expectations

## **Nomination and Submission**

- Any active UBC faculty, staff, or student may submit a nomination.
- Nominations must include a detailed rationale and at least one letter of support from a colleague or student.
- Submission is online via the Principal's Staff Awards webpage.
- The selection committee will review nominations and recommend recipients to the Principal and Deputy Vice-Chancellor.
- Awards are announced and presented at an annual recognition ceremony.

## **Selection Committee**

- The Selection Committee (The Committee) is made up of representatives from AAPS, BCGEU, faculty and administration.
- The committee reviews award criteria, evaluates nominations and recommends recipients for final approval.

## **Terms of Reference**

Terms of Reference, last updated 2025 are available online and are reviewed as necessary.