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**ENHANCING THE UBC EXPERIENCE**

**Deadline: Friday, JUNE 13 at 4pm**

**Note:** Complete this Nomination Package and send one **email** with the final Word document and all attachments to ubco.hr@ubc.ca.

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Overview

The [Principal’s Staff Awards](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/principals-staff-awards/) for the Okanagan Campus 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.

Nominate in one of the seven categories:

1. Enhancing the UBC Experience (Customer Service) (Individual)
2. Equity and Inclusive Excellence (Individual or Team)
3. Global Citizenship (Individual)
4. Leadership (Individual)
5. Okanagan Campus Spirit (Team)
6. Sustainability (Individual)
7. Wellbeing (Individual or Team)

Nomination process

The nomination process includes the following steps:

**Step 1: Select the award category in which you want to nominate the person**

Review the award eligibility and criteria on the [Principal’s Staff Awards](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/principals-staff-awards/) webpage to determine which award category the nominee is most qualified for.

**Step 2: Nominator and nominee Information**

Complete [Section 1](#Section1) with the information for the person you are nominating (the 'Nominee') and for yourself (the 'Nominator').

**Step 3: Describe how the nominee meets the award criteria**

In your nomination, provide a clear and detailed explanation of why you believe this individual or team deserves recognition. Use specific examples that demonstrate how the nominee(s) have shown exceptional qualities related to the selected award category. Your statement should be both concise and thorough, clearly outlining the nominee’s contributions and the positive impact they’ve made within the organization.

Complete [Section 2](#Section2) using **no more than 2,000 characters (including spaces) per criterion**. At the end of this section, there is space for additional comments or examples that further highlight why your nominee stands out. Be sure to use relevant and compelling examples.

**Step 4: Letters of support**

Include **up to two (2) letters** of support with the nomination package.

Each letter (maximum two pages) must be written by someone other than the nominee or nominator. Letters may be submitted by UBC Okanagan faculty, staff, or students.

* It is the nominator’s responsibility to collect and submit the letter(s) of support as part of the complete nomination package.
* Templates and guidance for writing letters of support are available in [Section 3](#Section3). Letters should clearly demonstrate how the nominee meets the award criteria, using specific examples.
* Be sure to inform letter writers of the award category and its associated criteria. For more information, they can be directed to the [Principal’s Staff Awards](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/principals-staff-awards/) webpage.

**Step 5: Attach the nominee’s current job description**

Job descriptions are helpful to the advisory committee.

**Step 6: Submit the nomination package**

**Email** the completed Nomination Package, along with any attachments, to ubco.hr@ubc.ca.

All nominations must be submitted by **4:00 PM on Friday, June 13, 2024.**

Please retain a copy of your submission for your records.

**Step 7: Wait for results**

We appreciate your patience during this time. Nominators will be notified in August.

**Questions?**

Email ubco.hr@ubc.ca.

SECTION 1: Nominator and Nominee Information

Provide the following information about the person who you are nominating for the award (the “Nominee”), and yourself (the “Nominator”).

About you, the Nominator

The Nominator is the main point of contact for the nomination process.

**Nominator’s name:** Click or tap here to enter text.

**Nominator’s pronouns:** Click or tap here to enter text.

**Nominator’s email:** Click or tap here to enter text.

**Nominator’s phone number:** Click or tap here to enter text.

**Nominator’s current job title:** Click or tap here to enter text.

**Nominator’s current department or unit:** Click or tap here to enter text.

About the Nominee

Note: If you are nominating a team, please designate one member as the “Lead”, and indicate their contact information below. In addition, list all other team members’ names.

**Full legal name of Nominee (or “Lead” if nominating a team):** Click or tap here to enter text.

**Nominee’s pronouns:** Click or tap here to enter text.

**Nominee’s chosen name (if different from above):** Click or tap here to enter text.

**If nominating a team, list the other staff members in the group:** Click or tap here to enter text.

**Nominee’s email:** Click or tap here to enter text.

**Nominee’s phone number:** Click or tap here to enter text.

**Nominee’s current job title:** Click or tap here to enter text.

**Nominee’s department or unit:** Click or tap here to enter text.

**# of years at UBC\*:** Click or tap here to enter text.
\* *(Minimum of 2 years for individuals, minimum 6 months of cumulative service for teams)*

**Full name of Nominee’s Supervisor/Manager:** Click or tap here to enter text.

Section 2: Nomination form

Provide clear and relevant information about what the nominee has done that demonstrates the award criteria found on the [Principal’s Staff Awards](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/principals-staff-awards/) webpage.

Complete Section 2 using **no more than 2,000 characters (including spaces) per criterion**. At the end of this section, there is space for additional comments or examples that further highlight why your nominee stands out. Be sure to **use relevant and compelling examples**.

Enhancing the UBC Experience

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

1. **Enhancing the value, efficiency, or quality of services provided:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*
2. **Consistently delivering high-quality support to faculty, staff, students, and alumni beyond the normal expectations of their role:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*
3. **Anticipating and proactively resolving client needs and challenges:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*
4. **Implementing innovative, cost-effective solutions for daily operations:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*
5. **Displaying exemplary problem-solving skills:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*
6. **Serving as a role model by demonstrating adaptability and positive interactions:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**Additional information to support this nomination:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

Section 3: Letters of support

The Nominator will identify which **category** of the Principal’s Staff Awards the Nominee is being nominated for.

The Nominator is responsible for submitting **up to two (2) letters** of support as part of the complete nomination package by the deadline.

Each letter of support **(two pages maximum)** should be written by a party other than the nominee and nominator. The letter may be written by UBC Okanagan faculty, staff, or students.

**Instructions**

1. Using the template that corresponds to the award category, describe how the nominee meets some or all of the criteria. The letter of support may be up to **two pages in length** and must include specific, concrete examples that align with the criteria.
2. At the top of the letter, include the nominee’s name, as well as the name, job title, and contact information of the person writing the letter.
3. The completed letter of support should be submitted to the Nominator for inclusion in the nomination package.

**Letter of Support Template**

**ENHANCING THE UBC EXPERIENCE**

**Award Criteria:**

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

**Nominee’s Name**: Click or tap here to enter text.

**Letter of Support Written by (provide name, job title, and contact information)**: Click or tap here to enter text.

**Instructions:** Describe how the individual meets some or all of the following award criteria (maximum of 2 pages). Must include specific concrete examples that align with the criteria.

Click or tap here to enter text.

**Letter of Support Template**

**ENHANCING THE UBC EXPERIENCE**

**Award Criteria:**

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

**Nominee’s Name**: Click or tap here to enter text.

**Letter of Support Written by (provide name, job title, and contact information)**: Click or tap here to enter text.

**Instructions:** Describe how the individual meets some or all of the following award criteria (maximum of 2 pages). Must include specific concrete examples that align with the criteria.

Click or tap here to enter text.