



Staff Awards of Excellence Terms of Reference

Purpose of Program

To celebrate outstanding contributions instrumental in helping UBC's Okanagan campus achieve its strategic imperatives, and to contribute to the commitment to create an Outstanding Work Environment, by;

- Recognizing initiative, talent, creativity and dedication that enrich the work experience for faculty, staff at UBC, and
- Strengthening recruitment and retention strategies to support UBC's commitment to hiring the best faculty & staff.

Eligibility

Individual nominations must meet all of the following eligibility criteria:

1. All regular permanent staff and Librarians with a minimum of two years' continuous service for individual nominations, and
2. All staff and Librarians with a minimum of 6 months of cumulative service are eligible
3. Nomination package must be complete. A complete list of criteria can be found at <http://hr.ok.ubc.ca/learning/awards/staffexcellence.html>

Team nominations must meet all of the following eligibility criteria:

1. Teams will be considered with three (3) members and larger
2. All staff and Librarians with a minimum of 6 months of cumulative service are eligible.
3. Student employee representatives can be included in team nominations.
4. Nomination package must be complete. A complete list of criteria can be found at <http://hr.ok.ubc.ca/learning/awards/staffexcellence.html>

On behalf of the Committee, the Human Resources office will acknowledge receipt of the nomination package.



Awards

Up to four awards may be given in one year;

1. **Enhancing the UBC Experience (Customer Service)** is awarded to an individual or team who has accomplished some or all of the following:
 - Improved the value and efficiency of the services they provide
 - Maintained a consistently high quality of service to UBC Okanagan customers including faculty, staff, students and alumni
 - Anticipated clients' needs and potential problems and acted to proactively resolve
 - Created new, cost-effective and/or innovative methods for performing day-to-day activities
 - Displayed exemplary problem-solving skills
 - Served as role models to others through openness to new ways of doing things and consistently positive interactions

2. **Leadership** is awarded to an individual or team that accomplished some or all of the following:
 - Established and maintained exemplary and inclusive people practices
 - Provided a sense of purpose, vision and mission for their co-workers and/or staff
 - Positively influenced others to build consensus and action around departmental or organizational objectives
 - Managed and led change initiatives effectively
 - Achieved sustainable results
 - Invested time and effort in coaching and/or mentoring

3. **Sustainability** is awarded to an individual or team that accomplished some or all of the following:
 - Demonstrated 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
 - Initiated a sustainability-related initiative or practice within the unit or department that has benefited day-to-day operations or the overall campus' environmental footprint
 - Demonstrated involvement as a volunteer individual or team to 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, energy conservation practices
4. **Global Citizenship** is awarded to an individual or team who accomplished some or all of the following:
- Initiated and maintained sustainable, collaborative partnerships within UBC or with community, governmental, indigenous or other educational organizations
 - Demonstrated systems thinking and encouraged collaboration, sense-making and integration across campuses
 - Exemplified good citizenship through personal volunteerism or by helping to position UBC Okanagan as a good citizen in the wider world
 - Served as a mentor and/or model citizen to students, faculty, staff, or community members outside of UBC Okanagan
5. **Okanagan Campus Spirit** is awarded to department colleagues or interdisciplinary group or committee members of 5 or more people, that have demonstrated the following:
- Consistently demonstrates enthusiasm, dedication, perseverance and excellence in the face of challenge
 - Works collaboratively encouraging participation and openness while sharing ideas, responsibilities, skills, resources and credit across UBC
 - Promotes a positive work environment characterized by respect, support, trust and collegiality
 - Understanding of its role within UBC and uses an agreed-upon approach to achieve its mission or project outcome, and
 - Integrate effective meeting skills, problem solving tools, planning techniques and conflict resolution strategies to achieve directed results.



Nomination Process

1. All UBC Okanagan Faculty, Staff and Students may nominate candidates for this award. Awards will be promoted to all Deans, Department Heads, Directors of Schools and Service Unit Administrators, as well as applicable student associations. Nomination forms and procedures will also be published in campus emails and on the campus website.
2. Nominators will be required to provide rationale and background information on the individual nominees. Support letters from other colleagues and students will also be required and received for evaluation.
3. This Committee will administer the program, receive and evaluate nominations and recommend the award recipient(s) for each year.

Note: This program is separate from the UBC's Okanagan Campus Deputy Vice Chancellor and Principal Award UBC President's Service Award for Excellence, for which UBC Okanagan employees are also eligible. For more information see <http://hr.ok.ubc.ca/learning/awards.html> Also see: <http://www.hr.ubc.ca/hr-networks/tag/presidents-service-award-for-excellence/>.

Submission process

- Annual nominations forms are available on-line and are accepted year-round. Please refer to the criteria at <http://hr.ok.ubc.ca/learning/awards/staffexcellence.html>
- Closing dates are announced each spring to coincide with award presentation at the DVC Townhall, Welcome BBQ and Fair event in August each year.

Award Presentation

- Awards are presented at the DVC Townhall meeting each August, by the Deputy Vice Chancellor or designate as part of awards ceremony.

Award Committee (two year appointments)

The Committee on the UBC Okanagan Staff Awards of Excellence is made up of representatives from administration, faculty, AAPS, and BCGEU members. This Committee will administer, receive, evaluate and recommend the award recipient(s) for each year



Membership to consist of;

- Director, Human Resources
- Member of the Academic Leadership Team
- Member of the Okanagan Executive Team
- BCGEU Representative
- APPS Representative

Committee will be charged with:

- Determining nomination process and requirements
- Refining selection criteria
- Sending out call for nominations
- Reviewing nominee packages, and
- Selection of award recipients each year

Administration for the Terms of Reference:

The Terms of Reference document will be available online; <http://hr.ok.ubc.ca/learning/awards.html>. The document will be reviewed every three (3) years and updated every five (5) years, beginning 2015.

**These Terms of Reference have been review and updated January 6, 2017.*