



## 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.

Up to five awards per year are offered in the following categories:

- Advancing Anti-Racism and Inclusive Excellence (Individual or Team)
- Enhancing the UBC Experience (Individual)
- Global Citizenship (Individual)
- Leadership (Individual)
- Okanagan Campus Spirit (Team)
- Sustainability (Individual)
- Wellbeing (Individual or Team)

### Eligibility and Categories for Awards

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

**Advancing Anti-Racism and Inclusive Excellence** is awarded to a team or individual who accomplished at least one or more of the following:

- a. Showed leadership in promoting inclusive excellence at UBC by:



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- encouraging professional development to build equity, inclusion and anti-racist competencies;
  - building respectful environments to enhance inclusion and in particular the experiences of systematically underrepresented and marginalized communities; and/or
  - actively seeking opportunities for learning, development and implementation of equity and inclusion principles, in processes and practices; **OR**
- b. Advanced equity and diversity at UBC by:
- removing barriers to meaningful and active participation in university life;
  - enhancing the accessibility of physical and virtual environments;
  - working to embed the processes and practices of equity and inclusion in their area of influence;
  - leading by example to positively influence and engage others in equity and diversity initiatives and the creation of a positive, inclusive, respectful environment(s); and/or applying an equity lens to projects and initiatives within their area of influence

**Enhancing the UBC Experience (Customer Service)** is awarded to an individual who has accomplished at least one of more of the following:

- Improved the value and efficiency of the services they provide
- Maintained a consistently high quality of service to UBC Okanagan clients including faculty, staff, students and alumni
- Anticipated clients' needs and potential problems and acted to proactively resolve these issues
- Created new, cost-effective and/or innovative methods for performing day-to-day activities
- Displayed exemplary problem-solving skills
- Served as a role model to others through openness to new ways of doing things and consistently positive interactions

**Global Citizenship** is awarded to an individual who accomplished at least one or more of the following:

- Initiated and maintained sustainable, collaborative partnerships within UBC, with community, governmental, indigenous or similar educational organizations, locally and globally



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- Demonstrated systems thinking and encouraged collaboration, sense-making and integration across campuses
- Exemplified good citizenship through personal action or by helping to position UBC Okanagan as an inclusive and collaborative citizen in the wider world
- Served as a mentor and/or model citizen to students, faculty, staff, or community members outside of UBC Okanagan and beyond institutional boundaries

**Leadership** is awarded to an individual who has accomplished at least one or more 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

**Okanagan Campus Spirit** is awarded to department colleagues or interdisciplinary group, team or committee members of three (3) or more people that have demonstrated the following:

- Consistently demonstrated enthusiasm, dedication, perseverance and excellence in the face of challenge
- Worked collaboratively, encouraging participation and openness while sharing ideas, responsibilities, skills, resources and credit across UBC
- Promoted 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
- Integrated effective meeting skills, problem solving tools, planning techniques and conflict resolution strategies to achieve directed results

**Sustainability** is awarded to an individual who has accomplished at least one or more of the following:



- Activities which may be related, but are not limited to: sustainable food choices and service delivery; sustainable accommodation operations; green meetings and events; paperless office initiatives; energy or water conservation practices; recycling and waste diversion practices; and sustainable purchasing policies and procedures
- Demonstrated the application of UBC sustainability policy and plans in their actions, daily operations or activities on campus
- Actively engaged their colleagues in ways to support campus sustainability by going beyond minimizing harm to become net positive contributors to human and environmental wellbeing
- Initiated a campus community sustainability-related initiative or practice within their 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

**Wellbeing** is awarded to a team or individual who accomplished at least one or more of the following:

- Created opportunities for others to increase their knowledge, skills and awareness of individual, community or organizational wellbeing
- Led activities and initiatives that promote the social, physical, and/or mental health and wellbeing for those who study, work, and live at UBC
- Created or developed welcoming physical or virtual spaces to nurture an increased sense of community and collaboration
- Inspired community members to foster connections and create networks of care for themselves and each other
- Worked to embed wellbeing in projects and initiatives within their area of influence
- Promoted and enhanced the wellbeing of students, faculty and/or staff

### **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/or 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 UBC President's Service Award for Excellence, for which all UBC employees are eligible. For more information see <http://hr.ok.ubc.ca/learning/awards.html> Also see: <https://focusonpeople.ubc.ca/awards/presidents-awards-for-staff/>.*

### **Submission Process**

- Annual nomination forms are available online and are accepted once the nomination process opens, as advertised. Please refer to the criteria at <http://hr.ok.ubc.ca/learning/awards/staffexcellence.html>
- Closing dates are announced as appropriate to coincide with an award presentation at the DVC Town Hall at the end of summer.

### **Recognition and Award Presentation**

- All those nominated will receive a letter recognizing their nomination from the DVC, and
- Awards are presented at the DVC Town Hall meeting, by the Deputy Vice Chancellor or designate as part of the awards ceremony.

### **Staff Awards of Excellence 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;**

- Managing Director, Human Resources (Chair)
- Member of the Academic Leadership Team



- Member of the Okanagan Executive Team
- BCGEU Representative
- AAPS Representative

**Committee will be charged with:**

- Determining nomination process and requirements,
- Refining selection criteria,
- Sending out call for nominations,
- Reviewing nominee packages, and
- Selecting 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 reviewed and updated as of April 2022*