



2019 – 2020 Academic Year

Each year, the Dean extends the Faculty’s appreciation for the valuable contributions of our staff through an award for staff excellence. This year, the Dean is seeking nominations for awards in two categories.

1. **Outstanding Service**
2. **Emerging Leadership**

In recognition of excellence in personal achievements and contributions to the Faculty, UBC and to the vision and goals of the University, The Dean’s Award for Staff Excellence is presented to Faculty of Education staff. The winners will have their names, engraved on the Staff Excellence Award plaque, located in the Neville Scarfe foyer, and each will receive $1,000 as an honorarium.

1. **DEAN’S AWARD FOR STAFF EXCELLENCE – OUTSTANDING SERVICE:**

The individual is to have accomplished some or all of the following award criteria:

* + Displays a commitment to serving people in the Faculty and/or in the broader University community that is above and beyond the requirements of their position;
  + Serves as role models to others through openness to new ways of doing things and consistently positive interactions;
  + Establishes and maintained exemplary and inclusive people practices;
  + Provides a sense of purpose, vision and mission for their co-workers and/or staff;
  + Invests time and effort in coaching and/or mentoring students, or colleagues;
  + Creates new, cost-effective and/or innovative methods for performing day-to-day activities;
  + Positively influences others to build consensus and action around departmental or Faculty objectives; or
  + Manages and lead change initiatives effectively.

# DEAN’S AWARD FOR STAFF EXCELLENCE -EMERGING LEADER:

The individual is to have accomplished some or all of the following award criteria:

* + Maintains a consistently high quality of service to faculty, staff, students and alumni;
  + Provides a sense of purpose, vision and mission for their co-workers and/or staff;
  + Contributes to making UBC and the Faculty of Education a better workplace in their own unit/department or more broadly;
  + Is passionate about the role and clearly understands the impact of their role in the Faculty;
  + Seeks professional growth and enriched work experiences through the collaboration with team members and other units in the Faculty; or
  + Serves as role models to others through openness to new ways of doing things and consistently positive interactions.

# Eligibility:

All permanent full-time and part-time staff with appointments of two years (2) or more in the Faculty of Education are eligible.

# Process:

A complete award nomination package must include:

* + Nomination Form (below), signed by the Unit Head/Director;
  + Category for the nomination; and
  + Letters of Support: A minimum of two (2) and maximum of five (5) support letters from colleagues, faculty members and/or students.

PLEASE RETURN YOUR COMPLETED AWARD NOMINATION PACKAGE ON OR BEFORE APRIL 9, 2020 TO:

## Faustina Cheung, Administrative Assistant, Dean's Office

**Room 2616, Neville Scarfe Building**

[**faustina.cheung@ubc.ca**](mailto:faustina.cheung@ubc.ca) **(Electronic nomination packages are encouraged)**

All nomination packages will be acknowledged. All information submitted will be kept strictly confidential. The winner will be announced and acknowledged at the Tea with the Dean event on May 12, 2020.

Selection Committee

The Selection Committee for the Dean’s Award for Staff Excellence is made up of the Dean, Assistant Dean, Finance and the previous year’s award winner. This Committee will administer, receive, evaluate and recommend the winner.



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