



FACULTY OF EDUCATION DEAN'S AWARD FOR STAFF EXCELLENCE

2020 – 2021 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 annually to Faculty of Education staff. The winners' names engraved will be 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 must have met some or all of the following award criteria:

- Displays a commitment to serving people in the Faculty 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 or staff;
- Invests time and effort in coaching or mentoring students, or colleagues;
- Creates new, cost-effective 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.



2. DEAN'S AWARD FOR STAFF EXCELLENCE -EMERGING LEADER:

This award category differs from the Service category in that nominees either demonstrate significant potential to assume more senior leadership within the Faculty, or show leadership potential, while perhaps not being in formal leadership roles (e.g., the person steps up to exercise leadership as the opportunity arises in order to effect change, etc.).

The individual must have met 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 or staff;
- Contributes to making UBC and the Faculty of Education a better workplace in their own unit or 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 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 full-time and part-time staff who 1) have worked in the Faculty for two years by March 31, 2021 and 2) have an ongoing appointment or a term appointment of two years or longer in the Faculty of Education are eligible to be nominated.

Process:

A complete award nomination package must include:

- Nomination Form (below), signed by the Unit Head or 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 or students. Letters that exceed two pages will not be considered.

PLEASE RETURN YOUR COMPLETED AWARD NOMINATION PACKAGE ON OR BEFORE APRIL 16, 2021 TO:

Faustina Cheung, Administrative Assistant, Dean's Office
faustina.cheung@ubc.ca

Note that we are only able to accept electronic nomination packages this year. 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 10, 2021.

Selection Committee

The Selection Committee for the Dean's Award for Staff Excellence is made up of the Dean (or designate), the Director of Human Resources, and the previous year's award winners. This Committee will administer, receive, evaluate and recommend the winners.



DEAN'S AWARD FOR STAFF EXCELLENCE

Nomination Form: CATEGORY

- Outstanding Service
- Emerging Leader

DATE:

NAME OF NOMINEE:

ADDRESS:

TELEPHONE NUMBER:

PRESENT TITLE AND POSITION:

DEPARTMENT OR UNIT:

NAME OF NOMINATOR:

ADDRESS:

TELEPHONE NUMBER:

SIGNATURE:

NAME OF UNIT HEAD/ DIRECTOR:

SIGNATURE:
