**2019 PRESIDENT’S AWARDS FOR STAFF**

**NOMINATION FORM**

**[1] President’s Service Awards for Excellence (for all UBC staff)**

This is the premier staff award at UBC, and honours staff members with sustained exceptional contribution of **10 years** or more of service to the university. Only individuals may be nominated.

**[2] President’s Staff Awards (for Vancouver campus staff)**

These awards honour exceptional contribution in specific areas that are important to UBC, as outlined in the categories below. Contribution may have been for a specific project or initiative, and three of the categories allow the nomination of groups.

*(The Okanagan campus has staff awards with a separate nomination process. See* [*http://hr.ok.ubc.ca/learning/awards.html*](http://hr.ok.ubc.ca/learning/awards.html) *for additional information).*

**There are seven categories of President’s Staff Awards:**

**Leadership** (for individuals)

**Emerging Leadership** (individuals)

**Enhancing the UBC Experience** (individuals or groups may be nominated)

**Creativity and Innovation** (for individuals)

**Community Engagement** (for individuals)

**Advancing Diversity and Inclusion** (individuals or groups may be nominated)

**Wellbeing** (individuals or groups may be nominated)

**STEP 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 the Nominee**

*Note: If you are nominating a group for one of the President’s Staff Awards categories that allow for group nominations, please designate one member as the “Lead”, and indicate their contact information below. In addition, list all other group member names.*

**Full Name of Nominee** (or “Lead” if nominating a group):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If nominating a group, list other staff members in the group:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Address**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department or Unit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**# Years at UBC**\*: \_\_\_\_\_\_\_

**Full Name of Nominee’s Supervisor/Manager**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*if an Okanagan campus employee nominated for the PSAE, include OUC service years.*

**About the Lead Nominator**

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

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Address**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Tel**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department or Unit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of nomination submission**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 2 – Indicate the award category in which you want to nominate the person**

Based on the criteria and eligibility for each award category, determine which award category for which you think the nominee is most qualified (you may select more than one category).

Indicate in your nomination package the category or categories for which you are nominating the individual (state it, or put a checkmark in the box beside the award category below). Note that the adjudication committee may determine that another category is appropriate for the nominee.

| **Award Category** | **Award Criteria & Eligibility** |
| --- | --- |
| **PRESIDENT’S SERVICE AWARDS FOR EXCELLENCE (PSAE)**  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Eligibility**   * All staff of the university with at least 10 years of continuous service are eligible for this award, with the exception of vice-presidents, associate vice-presidents, and the equivalent. Note that OUC service is counted for nominees who were at OUC before the UBC Okanagan campus was opened in 2005. * Must be actively employed by UBC at the time of the award presentation. * Only individuals (not groups) may be nominated for the PSAE. * Nominations may be submitted by UBC faculty, staff and students.   **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Excelled in their area of work and in personal achievements 2. Excelled in their work over and above their job description 3. Improved the value, efficiency and sustainability of the services they provide 4. Maintained a consistently high quality of service to their clients (students, faculty, etc.) 5. Displayed commitment to community enhancement in either the UBC community or service to another community 6. Exemplified good citizenship through personal volunteerism or by helping to position UBC as a good citizen in the wider world 7. Made outstanding contributions to UBC |

| **Award Category** | **Award Criteria & Eligibility** |
| --- | --- |
| **PRESIDENT’S STAFF AWARDS (PSA)**  *There are 7 categories of this award below.* | **Eligibility**   * Staff with a minimum of three years of continuous service, and who are actively employed by UBC at the time of award presentation. * Individuals may be nominated for all PSA categories. * Groups may be nominated for three categories of PSAs:   Enhancing the UBC Experience;  Advancing Diversity and Inclusion; and  Wellbeing.  For group nominations, the nominator must select one group member as the lead, and this person must have a minimum of three years of continuous service.   * Nominations may be submitted by UBC faculty, staff and students. |
| **Leadership**  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Demonstrated a high level of problem-solving skills 2. Provided a sense of purpose, vision and mission for their co-workers and/or team members 3. Positively influenced others to build consensus around departmental or organizational objectives 4. Displayed a commitment to people at the University and/or in the broader community that is above and beyond the requirements of their position 5. Lead by example; positively influenced/engaged others to contribute and be respectful of each other 6. Demonstrated leadership by encouraging the advancement of other in their careers 7. Contributed to making UBC a better workplace beyond their own unit/department 8. Contributed to developing the leadership capacity and strengths of those around them 9. Lead a team to go above and beyond expectations |

| **Award Category** | **Award Criteria & Eligibility** |
| --- | --- |
| **Emerging Leadership**  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Note:** This award category differs from the *Leadership* category in that nominees either demonstrate significant potential to assume more senior leadership within the organization, 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.)  **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Displayed a commitment to people at the university and/or in the broader community that is above and beyond the requirements of their position 2. Lead by example; positively influenced/engaged others to contribute and be respectful of each other 3. Actively sought opportunities for learning and developing knowledge of leadership principles and practice 4. Displayed significant potential to advance their career and achieve positions of greater responsibility 5. Contributed to making UBC a better workplace in their own unit/department or more broadly 6. Contributed to developing the leadership capacity and strengths of those around them |
| **Enhancing the UBC Experience**  *(individuals or groups may be nominated)*  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Provided a high level of customer service over and above their job description 2. Maintained a consistently high quality of service to their clients (students, faculty, etc.) 3. Created innovative programs and opportunities for clients 4. Anticipated clients' needs and potential problems 5. Improved the value, efficiency and sustainability of the services they provide 6. Served as a role model through positive interactions |

| **Award Category** | **Award Criteria & Eligibility** |
| --- | --- |
| **Creativity & Innovation**  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Made innovative contributions within their field of work 2. Contributed to a project or initiative that enabled a more effective environment in which to work or learn (within three years prior to the nomination) 3. Created new, cost-effective, sustainable and/or innovative work methods that align with the mandate of the unit 4. Developed a new approach, technology, or implementation that helped solve an organizational goal or challenge 5. Demonstrated a high level of problem-solving skills 6. Introduced new and meaningful ways of approaching a project, process, or service |
| **Community Engagement**  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Displayed commitment to community enhancement in either the UBC community or service to another community 2. Exemplified good citizenship through personal volunteerism or by helping to position UBC as a good citizen in the wider world 3. Served as a mentor and/or model citizen to students, faculty, staff, or community members outside of UBC |

| **Award Category** | **Award Criteria & Eligibility** |
| --- | --- |
| **Advancing Diversity and Inclusion**  *(individuals or groups may be nominated)*  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Showed leadership in promoting intercultural understanding and inclusion at UBC by:    * encouraging professional development to build intercultural understanding;    * building respectful environments to enhance inclusion; and/or    * actively seeking opportunities for learning and development of intercultural understanding and inclusion principles and practice.   **OR**   1. Advanced equity and diversity at UBC by:    * removing barriers to full and active participation in university life;    * enhancing the accessibility of the physical environment;    * working to embed equity and diversity 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, respective environment(s); and/or    * applying an equity lens to projects and initiatives within their area of influence |
| **Wellbeing**  *(individuals or groups may be nominated)*  **Check here to nominate the staff member for this award category:**  **\_\_\_\_** | **Award Criteria (the nominee must have accomplished some or all of the following)**   1. Created opportunities for others to increase their knowledge, skills and awareness of individual and organizational wellbeing and resilience 2. Lead activities and initiatives that promote social, physical, and/or mental health and wellbeing 3. Inspired community members to care for themselves and each other 4. Worked to embed wellbeing in projects and initiatives within their unit/department/faculty 5. Promoted and enhanced the wellbeing of students, faculty and/or staff |

**STEP 3a – Outline how the nominee has demonstrated the award criteria**

* It is important to provide as much information as possible about what the nominee has done that demonstrates the criteria for the award category or categories for which they have been nominated.
* Refer to the table on pages 3 – 7 for the specific criteria for the award category that you selected. If multiple categories were selected, provide examples to address criteria from all the selected categories.
* The use of relevant examples is encouraged.
* Add additional pages if necessary, up to **3 pages maximum** for [3a] and [3b] combined.

**STEP 3b – Provide additional information about how the nominee is exceptional**

* Provide any additional information that you have about how the nominee is exceptional, and why you chose to nominate them.
* The use of relevant examples is encouraged.
* Add additional pages if necessary, up to **3 pages maximum** for [3a] and [3b] combined.

**STEP 4 – Attach at least *one* but no more than *three* letters of support**

These letters of support (two pages maximum each) should be written by parties *other* than the nominee and lead nominator. They may be provided by colleagues, faculty members, students, and individuals in the community.

It is the responsibility of the nominator to collect these letters of support and submit them with the nomination package.

Let the people writing the letters of support know for which award category the individual is nominated, and the criteria for that category. It is helpful if the letters of support focus on how the nominee meets the criteria.

Templates for the letters of support are available on the Focus on People website ([download here](http://www.focusonpeople.ubc.ca/awards/presidents-awards-for-staff/)), and include the specific criteria of the relevant award category. It can be helpful to direct the parties writing the letters of support to the [President’s Awards for Staff page](http://www.focusonpeople.ubc.ca/awards/presidents-awards-for-staff/).

The above applies to nominations of groups as well (with no more than *three* letters of support maximum for the group as a whole).

**STEP 5 – Attach the nominee’s resume/CV (optional)**

Resumes/CVs are not mandatory, but the information will be helpful to the adjudication committee.

**STEP 6 – Submit the nomination package**

Return the ***completed*** package **by 4:00pm on March 15, 2019**, to:

**Email** *(preferred):* [workplace.recognition@ubc.ca](mailto:workplace.recognition@ubc.ca)

*or*

**Mail:**

President’s Staff Awards Committee

Human Resources

600 – 6190 Agronomy Road

Vancouver, BC V6T 1Z3

Retain a copy of the nomination package for your records.

**STEP 7 – Wait for results**

Nominators and recipients will be notified in August 2019.