**UBC President’s Awards for Staff Nominations**

**Letter of Support Templates**

**President’s Awards Categories:**

**[1] President’s Service Awards for Excellence**

This is the premier President’s award, and honours staff members with sustained exceptional contribution over **10 years** or more.

**[2] President’s Staff Awards**

These awards honour exceptional contribution in specific areas that are important to UBC. There are seven categories of President’s Staff Awards:

* Leadership
* Emerging Leadership
* Enhancing the UBC Experience
* Creativity and Innovation
* Community Engagement
* Advancing Diversity and Inclusion
* Wellbeing

**Instructions for Writing Letters of Support**:

1. Identify the category of President’s Award for which the Nominee is nominated.
2. Locate that nomination category in this template document, and review the criteria listed for that category.
3. If the nominee has been nominated for both a President’s Service Award for Excellence and a President’s Staff Award, please include aspects of both awards criteria in your letter of support.
4. Describe how the nominee meets some or all of those award criteria.
5. Letters of support may be up to a **maximum** of 2 pages.
6. Completed letters of support should be given to the Nominator for inclusion in the nomination package.
7. If you have questions about writing a letter of support, please contact HR Communications at [workplace.recognition@ubc.ca](mailto:workplace.recognition@ubc.ca)

**Letter of Support**

**Award Category: President’s Service Awards for Excellence (PSAE)**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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

**Letter of Support**

**Award Category: Leadership**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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

**Letter of Support**

**Award Category: Emerging Leadership**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**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:**

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

**Letter of Support**

**Award Category: Enhancing the UBC Experience**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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

**Letter of Support**

**Award Category: Creativity and Innovation**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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

**Letter of Support**

**Award Category: Community Engagement**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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

**Letter of Support**

**Award Category: Advancing Diversity and Inclusion**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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

**Letter of Support**

**Award Category: Wellbeing**

**Nominee’s Name**:

**Letter of Support Written by (provide name, job title, and contact information)**:

**Instructions**: Describe how the nominee meets some or all of the following award criteria (maximum of 2 pages)

**Award Criteria:**

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