2021 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 staff award at UBC, and honours staff members with sustained exceptional contribution of 5 years or more of service to the university. Only individuals may be nominated.

[2] President’s Staff Awards

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.

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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 in length.

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.
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:

I. Excelled in their area of work and in personal achievements
II. Excelled in their work over and above their job description
III. Improved the value, efficiency, inclusivity/equity, and sustainability of the services they provide by building respectful environments to enhance inclusion and in particular the experiences of systematically underrepresented and marginalized communities
IV. Maintained a consistently high quality of service to their clients (students, faculty, etc.) and embraced UBC’s values of excellence, integrity, respect, academic freedom, and accountability
V. Displayed commitment creating an inclusive, vibrant and welcoming community at UBC, and/or community enhancement in service to another community, and/or service to underrepresented communities in which they also belong
VI. Exemplified positive contributions to UBC and its communities through personal volunteerism, positioning UBC as an engaged local and global partner
VII. Made outstanding contributions to UBC, or to the advancement of UBC’s strategic priorities
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:

I. Demonstrated a high level of problem-solving skills, creativity, growth, or innovation

II. Communicated a compelling vision for their colleagues and/or team members, and contributed to a safe, welcoming and inclusive environment

III. Positively influenced colleagues and/or team members to create alignment and make connections between individual/team objectives and departmental/organizational objectives

IV. Displayed a commitment to people at the University and/or in the broader community that is above and beyond the requirements of their position

V. Led by example; positively influenced/engaged others to contribute, to engage in equitable and inclusive practices, and be respectful of others

VI. Demonstrated leadership and commitment to values of equity and inclusion by encouraging others to meet their full potential and achieve their career aspirations

VII. Contributed beyond their own unit/department to make UBC a first-choice place to work, research and teach

VIII. Contributed to developing the leadership capacity and strengths of those around them, particularly those who have been under-represented in higher education

IX. Led a team to go above and beyond expectations; collaborative and adaptive in their leadership style
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:

I. Displayed a commitment to people at the university and/or in the broader community that is above and beyond the requirements of their position

II. Led by example; positively influenced/engaged others to contribute, to engage in equitable and inclusive practices, and to be respectful of others

III. Actively sought opportunities for learning and development to build and enhance leadership capability and effectiveness, particularly opportunities that support inclusive leadership

IV. Displayed significant potential to advance in their career and achieve positions of greater responsibility

V. Contributed beyond their own unit/department to make UBC a first-choice place to work, research and teach

VI. 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:

I. Provided a high level of customer service over and above their job description
II. Maintained a consistently high quality of service to their clients (students, faculty, etc.) with particular commitment to inclusive practices
III. Created innovative and inclusive programs and opportunities for clients
IV. Anticipated clients’ needs and potential problems, with an ability to pay attention to diversity and difference among clients
V. Improved the value, inclusivity, efficiency and sustainability of the services they provide
VI. Served as a role model through positive, respectful and inclusive 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:

I. Made innovative contributions to shape the future of research, teaching, or work
II. Contributed to a project or initiative (within two years prior to the nomination) that enabled a more effective and inclusive environment in which to work or learn
III. Created cost-effective, sustainable, inclusive, and/or innovative work methods or practices that align either with the mandate of the unit or how the university operates and stewards resources
IV. Developed a new approach, technology, or implementation that helped reach an organizational goal, solve a challenge, or support research, teaching, learning and work
V. Demonstrated a high level of problem-solving skills
VI. Introduced new and meaningful ways of approaching a project, process, or service
VII. Created opportunities to help individuals or teams navigate change and respond positively to shifting workplace dynamics
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:

I. Displayed commitment to community enhancement at UBC or in service to another community, particularly those that have been historically, systemically and persistently marginalized in higher education or the broader community

II. Exemplified positive contributions to UBC and its communities through personal volunteerism, positioning UBC as an engaged local and global partner

III. Served as a mentor and/or role model to students, faculty, staff, or community members outside of UBC; recognized and worked across differences in values and assumptions
Letter of Support
Award Category: Advancing Anti-Racism and Inclusive Excellence

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:

A. Showed leadership in promoting inclusive excellence at UBC by:
   I. encouraging professional development to build equity, inclusion and anti-racist competencies;
   II. building respectful environments to enhance inclusion and in particular the experiences of systematically underrepresented and marginalized communities; and/or
   III. 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:
   I. removing barriers to meaningful and active participation in university life;
   II. enhancing the accessibility of physical and virtual environments;
   III. working to embed the processes and practices of equity and inclusion in their area of influence;
   IV. 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
   V. 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:

I. Created opportunities for others to increase their knowledge, skills and awareness of individual, community or organizational wellbeing

II. Led activities and initiatives that promote the social, physical, and/or mental health and wellbeing for those who study, work, and live at UBC

III. Created or developed welcoming physical or virtual spaces to nurture an increased sense of community and collaboration

IV. Inspired community members to foster connections and create networks of care for themselves and each other

V. Worked to embed wellbeing in projects and initiatives within their area of influence

VI. Promoted and enhanced the wellbeing of students, faculty and/or staff