The Lead Nominator will identify which *one category* of President’s Awards the Nominee is being nominated for. The lead nominator is responsible for submitting your letter of support as part of the complete nomination package by the deadline.

The letters of support (two pages maximum) should be written by a party other than the nominee and lead nominator. The letter may be provided by a colleague, faculty member, student, and/or individuals in the community.

**Note:**
- For President’s Service Awards for Excellence (PSAE) nominations, up to three (3) separate letters of support may be submitted by the Lead Nominator.
- For President’s Staff Awards (PSA) nominations, up to one (1) letter of support may be submitted by the Lead Nominator.

**Instructions**

1. Locate the award category in this document, and review the criteria listed for that category.

2. Describe how the nominee meets some or all of those award criteria. The letter of support may be up to a *maximum* of 2 pages in length.

3. Include the nominee’s name, as well as your name, job title and contact information at the top of the letter (as provided in the template).

4. The completed letter of support should be given to the Nominator for inclusion in the nomination package.

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: President’s Staff Award - 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: President’s Staff Award - Enhancing the UBC Experience

Nominee’s Name:

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

Instructions: Describe how the individual or group nominee(s) 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: President’s Staff Award - 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: President’s Staff Award - 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 individual or group nominee(s) 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: President’s Staff Award - Wellbeing

Nominee’s Name:

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

Instructions: Describe how the individual or group nominee(s) 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