**2023 UBC President’s Awards for Staff**

**Letter of Support Templates**

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](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, 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
4. 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
5. Displayed commitment to 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
6. Exemplified positive contributions to UBC and its communities through personal volunteerism, positioning UBC as an engaged local and global partner
7. 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 individual meets some or all of the following award criteria (maximum of 2 pages).*

**Award Criteria:**

1. Communicated a compelling vision for their colleagues and/or team members, and contributed to a safe, welcoming, and inclusive environment
2. Positively influenced colleagues and/or team members to create alignment and make connections between individual/team objectives and departmental/organizational objectives
3. Demonstrated a high level of problem-solving skills, creativity, growth, and innovation
4. Demonstrated leadership and commitment to the values of equity and inclusion by encouraging others to meet their full potential and achieve their career aspirations
5. Contributed to developing the leadership capacity and strengths of those around them, particularly those who have been underrepresented in higher education
6. Led a team to go above and beyond expectations, demonstrating a collaborative and adaptive 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 meets some or all of the following award criteria (maximum of 2 pages).*

**Award Criteria:**

1. Provided a high level of service to others over and above their job description
2. Maintained a consistently high quality of service to their clients (students, faculty, etc.), with a particular commitment to inclusive practices
3. Created innovative and inclusive programs and opportunities for clients
4. Anticipated clients' needs and potential problems, with an ability to pay attention to diversity and differences among clients
5. Improved the value, inclusivity, efficiency, and sustainability of the services they provide
6. 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 individual meets some or all of the following award criteria (maximum of 2 pages).*

**Award Criteria:**

1. Made innovative contributions to shape the future of research, teaching, or work
2. 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
3. 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
4. Developed a new approach, technology, or implementation that helped reach an organizational goal, solve a challenge, or support research, teaching, learning, and work
5. Demonstrated a high level of problem-solving skills
6. Introduced new and meaningful ways of approaching a project, process, or service
7. 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 meets some or all of the following award criteria under A or B (maximum of 2 pages).*

**Award Criteria:**

1. Showed leadership in promoting inclusive excellence at UBC by:
   1. encouraging professional development to build equity, inclusion, and anti-racist competencies
   2. building respectful environments to enhance inclusion and in particular the experiences of systematically underrepresented and marginalized communities
   3. actively seeking opportunities for learning, development, and implementation of equity and inclusion principles in processes and practices

**OR**

1. Advanced equity and diversity at UBC by:
   1. removing barriers to meaningful and active participation in university life
   2. enhancing the accessibility of physical and virtual environments
   3. working to embed the processes and practices of equity and inclusion in their area of influence
   4. leading by example to positively influence and engage others in equity and diversity initiatives and the creation of a positive, inclusive, respectful environment(s)
   5. 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 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, community or organizational wellbeing
2. Led activities and initiatives that promote the social, physical, and/or mental health and wellbeing for those who study, work, and live at UBC
3. Created or developed welcoming physical or virtual spaces to nurture an increased sense of community and collaboration
4. Inspired community members to foster connections and create networks of care for themselves and each other
5. Worked to embed wellbeing in projects and initiatives within their area of influence
6. Promoted and enhanced the wellbeing of students, faculty and/or staff

**Letter of Support**

**Award Category: President’s Staff Award – Collaborative Excellence**

**Nominee’s Name**:

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

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

**Award Criteria:**

1. Demonstrated exceptional team effectiveness through meaningful collaboration, shared expertise, trust and respect for each other, inclusivity, effective communication, and effective resolution of conflicts or differing perspectives to come together in a unified, coherent manner
2. Demonstrated exceptional team effectiveness in interactions and relationships with relevant stakeholders
3. Synergistically found solutions to significant challenges and obstacles to achieve a common goal over and above the expectations of the job
4. Delivered high-value, high-quality outcomes that benefit the university and/or greater community, such as the successful completion of a significant project, advancement of systemic change, the elevation of standards, and/or streamlined processes
5. Collaborated and contributed beyond their own unit/department to make UBC a first-choice place to work, research, and teach