



2023 PRESIDENT'S AWARDS FOR STAFF NOMINATION FORM

Deadline: Friday, April 7 at 4pm

[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 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. One category allows the nomination of groups (i.e. two or more staff).

Nominate in only one of the six categories:

- a) **Leadership** (for individuals)
- b) **Enhancing the UBC Experience** (for individuals)
- c) **Creativity and Innovation** (for individuals)
- d) **Advancing Anti-Racism and Inclusive Excellence** (for individuals)
- e) **Wellbeing** (for individuals)
- f) **Collaborative Excellence** (for groups)

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

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 the President's Staff Award for Collaborative Excellence, please designate one member as the “Lead”, and indicate their contact information below. In addition, list all other group members' names.

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

What is this person's chosen name (if different than above) and their pronouns?

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

Tel: _____ **Email:** _____

Current 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 you, the Lead Nominator

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

Name: _____

Tel: _____ **Email:** _____

Current Job Title: _____

Department or Unit: _____

Date of nomination submission: _____

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

Review the award eligibility and criteria (Appendix A) to determine which award category the nominee is most qualified.

Mark the award category below (select only one):

President's Service Award for Excellence

President's Staff Awards (Vancouver Campus):

(a) Leadership

(b) Enhancing the UBC Experience

(c) Creativity and Innovation

(d) Advancing Anti-Racism and Inclusive Excellence

(e) Wellbeing

(f) Collaborative Excellence

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

For the award category of your choosing, please provide clear and relevant information about what the nominee has done that demonstrates the award criteria.

Refer to Appendix A for the specific award criteria and Appendix B for nomination forms for each category.

Complete the information in the space provided in Appendix B, no more than 300 words per criteria. There's space at the end of each category to 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.

STEP 4 – Letters of support

In addition to Step 3, please include a letter of support with the nomination package.

A letter of support is **two pages maximum**.

It should be written by a party *other* than the nominee and lead nominator; they may be provided by colleagues, faculty members, students, and individuals in the community.

- For President's Service Awards for Excellence (PSAE) nominations: provide **up to three (3) letters** of support.
- For President's Staff Awards (PSA) nominations: provide **up to one (1) letter** of support.

Additional notes:

- It's the responsibility of the nominator to collect letters of support and submit them with the nomination package.
- Templates for the letters of support are available on the [President's Awards for Staff page](#). These templates include the specific award criteria.
- The letters of support should focus on how the nominee meets the criteria. Be specific.
- Let the people writing the letters of support know for which award category the individual is nominated, and the criteria for that category. It can be helpful to direct the parties writing the letters of support to the [President's Awards for Staff page](#).

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

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

STEP 6 – Submit the nomination package

Email the **complete** nomination package **by 4:00pm on Friday, April 7, 2023** to: workplace.recognition@ubc.ca

Receipt of nomination will be acknowledged.

Retain a copy of the nomination package for your records.

STEP 7 – Wait for results

We appreciate your patience during this time. Nominators and recipients will be notified in late summer or early fall 2023.

Questions?

Email workplace.recognition@ubc.ca.



Appendix A: Award Criteria

Award	Eligibility and Criteria
PRESIDENT'S SERVICE AWARDS FOR EXCELLENCE (PSAE)	<p>Eligibility Criteria</p> <ul style="list-style-type: none"> • All university staff with at least five years of continuous service are eligible for this award, with the exception of vice-presidents, associate vice-presidents, and the equivalent. • Must be actively employed by UBC at the time of the award presentation (typically October). • Only individuals (not groups) may be nominated for the PSAE. • Nominations may be submitted by UBC faculty, staff or students.
	<p>Award Criteria</p> <p>The nominee must have accomplished some or all of the following:</p> <ol style="list-style-type: none"> 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

Award	Eligibility and Criteria
<p>PRESIDENT'S STAFF AWARDS (PSA)</p>	<p>Eligibility Criteria</p> <ul style="list-style-type: none"> • Vancouver campus staff with a minimum of two years of continuous service, and who are actively employed by UBC at the time of award presentation (typically October). • Individuals may be nominated in any category except the new category, <i>Collaborative Excellence</i>. • Groups (i.e., two or more UBC staff) may only be nominated for the new category, <i>Collaborative Excellence</i>. • For group nominations, the nominator must select one group member as the lead, and this person must have a minimum of two years of continuous service. • Nominations may be submitted by UBC faculty, staff or students. • The above Eligibility Criteria must be met for submission acceptance. • The nominator must select only one PSA category for each nomination.
<p>PSA CATEGORY (A)</p> <p>LEADERSHIP</p> <p>(individual nominations)</p>	<p>Award Criteria</p> <p>The nominee must have accomplished some or all of the following:</p> <ol style="list-style-type: none"> 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
<p>PSA CATEGORY (B)</p> <p>ENHANCING THE UBC EXPERIENCE</p> <p>(individual nominations)</p>	<p>Award Criteria</p> <p>The nominee must have accomplished some or all of the following:</p> <ol style="list-style-type: none"> 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

	<ol style="list-style-type: none"> 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
<p>PSA CATEGORY (C)</p> <p>CREATIVITY & INNOVATION</p> <p>(individual nominations)</p>	<p>Award Criteria</p> <p>The nominee must have accomplished some or all of the following:</p> <ol style="list-style-type: none"> 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
<p>PSA CATEGORY (D)</p> <p>ADVANCING ANTI-RACISM AND INCLUSIVE EXCELLENCE</p> <p>(individual nominations)</p>	<p>Award Criteria</p> <p>The nominee must have accomplished some or all of the following:</p> <p>[A] Showed leadership in promoting inclusive excellence at UBC by:</p> <ol style="list-style-type: none"> 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 <p>OR</p> <p>[B] Advanced equity and diversity at UBC by:</p> <ol style="list-style-type: none"> 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

	<ol style="list-style-type: none"> 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
<p>PSA CATEGORY (E)</p> <p>WELLBEING</p> <p>(individual nominations)</p>	<p>Award Criteria</p> <p>The nominee must have accomplished some or all of the following:</p> <ol style="list-style-type: none"> 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
<p>PSA CATEGORY (F)</p> <p>COLLABORATIVE EXCELLENCE</p> <p>(group nominations)</p>	<p>Award Criteria</p> <p>The nominated group must have accomplished some or all of the following:</p> <ol style="list-style-type: none"> 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

Questions?

Email workplace.recognition@ubc.ca.



Appendix B: Nomination Forms

[1] PRESIDENT'S SERVICE AWARDS FOR EXCELLENCE (PSAE)

Award criteria: Clearly state how the nominee has 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:

PSAE continued

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:

PSAE continued

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:

PSAE continued

7. Made outstanding contributions to UBC, or to the advancement of UBC's strategic priorities:

Additional information to support this nomination:

[2A] PRESIDENT'S STAFF AWARDS - LEADERSHIP

Award criteria: Clearly state how the nominee has accomplished some or all of the following.

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:

PSA Leadership continued

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:

PSA Leadership continued

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:

PSA Leadership continued

Additional information to support this nomination:

[2B] PRESIDENT'S STAFF AWARDS - ENHANCING THE UBC EXPERIENCE

Award criteria: Clearly state how the nominee has 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.) with particular commitment to inclusive practices:

PSA Enhancing the UBC Experience continued

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 difference among clients:

PSA Enhancing the UBC Experience continued

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:

PSA Enhancing the UBC Experience continued

Additional information to support this nomination:

[2C] PRESIDENT'S STAFF AWARDS - CREATIVITY & INNOVATION

Award criteria: Clearly state how the nominee has accomplished some or all of the following.

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:

PSA Creativity & Innovation continued

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:

PSA Creativity & Innovation continued

5. Demonstrated a high level of problem-solving skills:

6. Introduced new and meaningful ways of approaching a project, process, or service:

PSA Creativity & Innovation continued

7. Created opportunities to help individuals or teams navigate change and respond positively to shifting workplace dynamics:

Additional information to support this nomination:

[2D] PRESIDENT'S STAFF AWARDS - ADVANCING ANTI-RACISM AND INCLUSIVE EXCELLENCE

Award criteria: Clearly state how the nominee has accomplished some or all of the criteria for either A) *or* B).

A. 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:

PSA Advancing Anti-Racism and Inclusive Excellence continued

3. Actively seeking opportunities for learning, development and implementation of equity and inclusion principles, in processes and practices

Additional information to support this nomination:

OR

B. 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:

PSA Advancing Anti-Racism and Inclusive Excellence continued

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):

PSA Advancing Anti-Racism and Inclusive Excellence continued

5. Applying an equity lens to projects and initiatives within their area of influence:

Additional information to support this nomination:

[2E] PRESIDENT'S STAFF AWARDS - WELLBEING

Award criteria: Clearly state how the nominee has accomplished some or all of the following.

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:

PSA Wellbeing continued

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:

PSA Wellbeing continued

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:

PSA Wellbeing continued

Additional information to support this nomination:

[2F] PRESIDENT'S STAFF AWARDS – COLLABORATIVE EXCELLENCE

Award criteria: Clearly state how the nominated group has accomplished some or all of the following.

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:

PSA Collaborative Excellence continued

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:

PSA Collaborative Excellence continued

5. Collaborated and contributed beyond their own unit/department to make UBC a first-choice place to work, research, and teach:

Additional information to support this nomination: