

Administrative Distinguished Service Award

Eligibility

All administrators at Humber College Institute of Technology and Advanced Learning (Humber), having **at least four years full time service at Humber**, are eligible for this award. **Individuals may receive this award only once.**

Criteria

Administrative staff nominated for this award will have demonstrated dedicated performance, loyalty and commitment to Humber which extends well beyond the normal requirements of her/his job. Specifically:

- Dedication to job-related functions
- Loyalty and commitment to Humber
- Complementary service functions which support the mission and strategic directions of Humber
- Initiation, support of, and/or involvement in activities which promote positive responses for Key Performance Indicators
- Projects or activities in support of Humber as an institution focused upon student learning
- Credibility with peers

Nomination

Individuals are nominated by at least two members of the Humber community, and nomination forms must be accompanied by a **comprehensive rationale**, stating why the individual has been nominated, based upon the criteria for this award.

Process

- Nominations are called for in the winter semester of each year, and nomination forms must be completed and received **no later than Thursday, June 5, 2014.**
- Review of the nominations and selection of the recipient(s) of the award is made by the Selection Committee and approved by the President.

Presentation

The award recipient receives:

- A plaque recognizing distinguished service.
- Name inscribed on the Honour Roll, which is prominently displayed within the institution.

Announcement

Announcement of the award recipient(s) is made at the Annual President's Breakfast at the beginning of the Fall Semester.

Administrative Distinguished Service Award

NOMINATION FORM

Nominee:	
Title:	
Division/School/Department:	
Phone Ext:	

Nominated by:	
Division/School/Department	
Phone Ext:	

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Division/School/Department	
Phone Ext:	

CRITERIA FOR THIS AWARD:

- Dedication to job-related functions
- Loyalty and commitment to Humber
- Complementary service functions which support the mission and strategic directions of Humber
- Initiation, support of, and/or involvement in activities which promote positive responses for Key Performance Indicators
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- Credibility with peers

This nomination form must be accompanied by a comprehensive rationale focused upon the criteria for this award

Please submit this Nomination to:

Nancey Adamson
Human Resources Office, Room B304Q, North Campus
Email: nancey.adamson@humber.ca

Deadline for submission – **no later than Thursday, June 5, 2014.**