

# **WE ARE CELEBRATING**

## **EMPLOYEE RECOGNITION AND AWARDS PROGRAM**



**Nomination Package  
2017**

Contents

**PROCEDURES FOR SUBMITTING A NOMINATION.....2**  
Award Checklist..... 2  
Submitting Your Nomination Package ..... 2  
Timeline ..... 2

**AWARD NOMINATION FORM.....3**

**THE AWARDS.....4**  
Distinguished Faculty Award..... 4  
Support Staff Distinguished Service Award ..... 5  
Administrative Distinguished Service Award ..... 6  
Robert A. Gordon Leadership Award ..... 7  
Extra Mile Award..... 8  
Community Service Award ..... 9  
Humber Sustainability Award..... 10  
Research Excellence Award ..... 11

# April 2017

## CELEBRATING OUR EMPLOYEES

### EMPLOYEE RECOGNITION AND AWARDS PROGRAM A CELEBRATION OF LEADERSHIP AND EXCELLENCE

#### **EMPLOYEE RECOGNITION AND AWARDS PROGRAM**

Humber's Employee Recognition and Awards Program was initiated in 1981 with the Distinguished Support Staff Appreciation Award being presented for the first time. Over the years, the program has evolved with awards being added and some "retired". Last year, Humber's Employee Engagement Recognition Committee was asked by the Executive team to review all of Humber's recognition and appreciation programs. Based on the feedback from both the Employee Engagement and the Recognition Surveys recommendations were made and adopted for this program. Please take some time to familiarize yourself with this document which describes the process and criteria in detail.

Our 2017 program includes the following awards:

- Distinguished Faculty Award**
- Distinguished Support Staff Award**
- Administrative Distinguished Service Award**
- Robert A. Gordon Leadership Award**
- Extra Mile Award**
- Community Service Award**
- Humber Sustainability Award**
- Research Excellence Award**

These award nominations are open to full-time employees at both Humber and University of Guelph-Humber who meet the requirements of the award criteria.

Nominations must be received by **Friday, May 26, 2017**.

Unless noted otherwise, nominations are reviewed by a panel of past award recipients and recommendations are presented to the College President.

Presentation of the awards will be made at the President's Breakfast being held on Monday, August 28, 2017.

You are invited to provide nominations with respect to our Annual Employee Recognition and Awards program, as described in the following pages.

If you require assistance in completing the nomination form, or have questions about this program, please contact Nancey Adamson, Manager, Employee Engagement: [nancey.adamson@humber.ca](mailto:nancey.adamson@humber.ca) or ext. 5540.

## PROCEDURES FOR SUBMITTING A NOMINATION

### Award Checklist

Ensure the nomination includes:

- ✓ Completed nomination form with the nominator's Dean's/Director's signature.
- ✓ Rationale focused on the criteria for the specific award. Maximum 750 words (approx. 2 pages)

### Submitting Your Nomination Package

Submit completed packages by:

- Email to [nancey.adamson@humber.ca](mailto:nancey.adamson@humber.ca) OR
- Internal mail to: Nancey Adamson, HR Services, Room LRC6024

### Timeline

April 21, 2017                      Nominations open

**May 26, 2017                      Nominations close**

June 5 - 16, 2017                      Selection panel reviews nominations and makes recommendation to the President

July 17, 2017                      Award recipients notified

August 28, 2017                      Awards presented at President's Breakfast

## AWARD NOMINATION FORM

Please complete and submit this form together with a detailed letter describing the nominee's contributions.

<b>Nominee Name:</b>	
Title and Program	
Division/School/Department	
Phone Ext.:	Email:

**Please indicate which award you are nominating this employee/team/group for:**

	Distinguished Faculty Award
	Distinguished Support Staff Award
	Administrative Distinguished Service Award
	Robert A. Gordon Award
	Extra Mile Award
	Community Service Award
	Research Excellence Award
	Humber Sustainability Award

<b>Nominated by:</b>	
Division/School/Department:	
Phone Ext:	Email:
<b>Nominated by:</b>	
Division/School/Department:	
Phone Ext:	Email:
<b>Dean/Director Name and Signature:</b>	_____ signature

## THE AWARDS

### Distinguished Faculty Award

This award is designed to honour up to 5 full-time faculty members who have demonstrated leadership in developing an effective learning environment for students both in and outside the classroom.

#### Eligibility

All faculty members at Humber College Institute of Technology and Advanced Learning (Humber), including Humber faculty teaching in the University of Guelph-Humber programs, who have at least two (2) years full-time service at Humber, are eligible for this award. Employees may be nominated more than once, but may not receive the award more than once in a three year period.

#### Criteria

This award is designed to honour the full-time faculty members that have demonstrated leadership in developing an effective learning environment for students both in and outside the classroom. Specifically, they have made contributions that enhance meaningful, deep learning in methods extending beyond the traditional classroom including faculty involvement in student recruitment, student success initiatives, professional development, strategic planning initiatives, and projects.

#### Teaching Excellence

This award recognizes faculty members who achieve teaching and learning excellence, while providing an exceptional student experience. Please provide enough information to assist the selection committee in making its decisions.

Examples of practices that may be considered include the following:

- Employs creativity and innovation in delivery methods and assessment strategies including the use of authentic assessments
- Creates a learning environment that exemplifies currency and relevancy to the field of study
- Engages in advising and supervising students, and provides service on teaching committees
- Looks for ways to incorporate current learning materials in multiple formats
- Designs learning in creative and innovative ways that support Universal Instructional Design principles
- Provides peer-to-peer mentorship and support
- Fosters a culture of learning and sharing

#### Other

Please comment on any other areas of faculty work that you feel would help the Selection Committee make its decision regarding this nomination. Examples of other areas of work related to teaching and learning to consider may include, but are not exclusive to the following:

- Professional activities
- Community activities
- Non-teaching committees
- Scholarly or applied research

#### Presentation

Award recipients will receive the following:

- A plaque for distinguished service
- A cheque in the amount of \$250.00

## Support Staff Distinguished Service Award

The Support Staff Distinguished Service Award recognizes up to five (5) support staff for their professionalism, enthusiasm and dedicated work to Humber/Guelph-Humber.

### Eligibility

All support staff at Humber College Institute of Technology and Advanced Learning (Humber) or the University of Guelph-Humber, having at least two (2) years full-time service, are eligible for this award. Employees may be nominated more than once, but may not receive the award more than once in a three year period.

### Criteria

This award is designed to recognize the professionalism, enthusiasm and dedicated work of Support Staff which has contributed to Humber or the University of Guelph-Humber's mission and strategic directions. The following criteria should be considered:

- Consistently demonstrates an innovative and enthusiastic approach to work
- Exemplifies our core values (Student Centered; Excellence; Innovation; Respect; Inclusion; and Sustainability) through their interaction with students, clients and colleagues
- Actively seeks out opportunities gain new job skills and education
- Participates in projects or activities that enrich our student's experience and academic success
- Provides peer to peer mentorship and support
- Contributes to a healthy work environment/wellness

### Other

Please comment on any other areas of work that you feel would help the Selection Committee make its decision regarding this nomination. Examples of other areas of work may include, but are not exclusive to the following:

- Professional activities
- Community activities
- Internal/external committee/volunteer participation
- Scholarly or applied research

### Presentation

Award recipients receive:

- A plaque for distinguished service
- A cheque in the amount of \$250.00

## Administrative Distinguished Service Award

The Administrative Distinguished Service Award recognizes up to three (3) administrative staff for their performance, loyalty and commitment to Humber/Guelph-Humber.

### Eligibility

All administrators at Humber College Institute of Technology and Advanced Learning (Humber) or the University of Guelph-Humber, having at least two (2) years full-time service, are eligible for this award. Employees may be nominated more than once, but may not receive the award more than once in a three year period.

### Criteria

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

- Dedication to job-related functions
  - Exemplary relationship building both within and outside of their school, department or work unit.
  - Fosters a supportive and collegial team environment
  - Exemplifies our core values (Student Centered; Excellence; Innovation; Respect; Inclusion; and Sustainability) through their interaction with students, clients and colleagues
  - Demonstrates innovative and proactive leadership
  - Initiates, supports and is involved in activities which promote positive responses for Key Performance Indicators
  - Contributes to projects or activities in support of Humber/Guelph-Humber as institutions focused upon student success
  - Motivates and influences other employees in pursuit of the institution's mission
- Please comment on any other areas of work that you feel would help the Selection Committee make its decision regarding this nomination. Examples of other areas of work may include, but are not exclusive to the following:
- Professional activities
  - Community activities
  - Internal/external committee/volunteer participation
  - Scholarly or applied research

### Presentation

The award recipient receives:

- A plaque recognizing distinguished service
- A cheque in the amount of \$250.00



## Robert A. Gordon Leadership Award

This award is designed to recognize a full-time employee who has demonstrated high levels of leadership that enhances the reputation of Humber or the University of Guelph-Humber, both internally and externally, in accordance with their institution's mission, values and goals.

### Eligibility

All Humber/Guelph-Humber staff members who have been employed on a full-time basis for a period of four (4) years or more are eligible for this award. An employee is eligible to receive this award only once.

### Criteria

The Humber/Guelph-Humber full-time employee nominated for this award will have exhibited high levels of leadership which enhances the reputation of their institution, both internally and externally, in accordance with Humber/Guelph-Humber's mission, values and goals. For example:

- By gaining respect and credibility with colleagues at Humber/Guelph-Humber for such activities, and with external constituents and contacts
- In recognition of distinguished leadership, vision, and the vital role as catalyst for positive change and achievement in the Humber/Guelph-Humber community, as well as the broader society
- By demonstrating leadership through a work ethic and behaviour that focusses on our core values (Student Centered; Excellence; Innovation; Respect; Inclusion; and Sustainability)
- By demonstrating leadership in support of student learning
- Contributes to their institution's mission through committee work, consultations, teaching, administration, special projects, publications, or other worthy endeavours

### ***Please note:***

It is important that as many external sources as possible are surveyed in order to gain a good perspective on those individuals who are perceived as enhancing the reputation of Humber/Guelph-Humber and providing leadership for educational activities for, and on behalf of, their institution.

The College President, on behalf of the Board of Governors, makes the selection for this award.

### Presentation

The award recipient receives:

- A plaque recognizing leadership
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Campus Sustainability Initiatives Fund

## Extra Mile Award

This award is designed to recognize a Humber or a University of Guelph-Humber team/department that has demonstrated high levels of commitment and dedication to serving staff, students, and clients.

### **Eligibility**

Teams or departments may be nominated more than once, but may not receive the award more than once in a three year period.

### **Criteria**

The Humber/Guelph-Humber team/department will have exhibited high levels of commitment and dedication to serving staff, students and clients. More specifically:

- By demonstrating extra effort, dedication and commitment to our mission, goals, values and strategic directions
- By providing efficient and effective services, in spite of increasing demands, to support student learning
- By gaining the respect and credibility with the Humber/Guelph-Humber community by providing quality services with scarce resources

### ***Please note:***

The College President makes the final selection for this award.

### **Presentation**

The award recipient team/department/division/school receives:

- A plaque recognizing commitment, dedication and extra effort. Each member of the team will receive a certificate of recognition
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Campus Sustainability Initiatives Fund

## Community Service Award

This award recognizes an individual or team that has demonstrated significant and measurable contributions to Humber or the University of Guelph-Humber and its relationship with its community.

### **Eligibility**

All Humber/Guelph-Humber employees, having at least two (2) years full-time service are eligible for this award. Employees may be nominated more than once, but may not receive the award more than once in a three year period.

### **Criteria**

Individuals or teams nominated for this award will have demonstrated significant and measurable contributions to their institution and its relationship with its community.

Please comment on areas of work that you feel would help the Selection Committee make its decision regarding this nomination. Examples of areas of work may include, but are not exclusive to the following:

- Knowledge of programs and services available to students
- Promotes the college and its activities in the classroom and/or in the community
- Actively participates in institutional events and activities
- Advances relationships with our partners in industry and the broader community
- Assists with community projects
- Participates on committees and teams

### ***Please note:***

The College President makes the final selection for this award.

### **Presentation**

- A plaque recognizing community service
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Campus Sustainability Initiatives Fund

## Humber Sustainability Award

Individuals or groups nominated for this award will have demonstrated significant and measurable contributions to Humber/Guelph-Humber's sustainability efforts.

### Eligibility

All Humber/Guelph-Humber employees, having at least two (2) years full-time service are eligible for this award. Employees may be nominated more than once, but may not receive the award more than once in a three year period. Individuals must be going beyond any initiatives/programs that the institution is already doing in this area.

### Criteria

Individuals or groups nominated for this award will have demonstrated dedication to enhancing sustainability on campus, in the classroom, and/or within the community in support of our strategic direction for sustainability. For example:

- Initiation, support of, and/or significant involvement in activities or projects which promote sustainability on campus, in the classroom, and/or within the community
- Demonstrated environmental leadership (goes beyond expectations to support Humber's sustainability goals), through the advancement of a collective commitment within their department, school or group towards improving sustainability (environmental/social/economic) performance and/or engagement
- The award can recognize the implementation of a program or initiative; a technical innovation; integration into curriculum that is effectively teaching and/or tackling a sustainability challenge; or demonstrating improved environmental, social, and economic performance

### **Please note:**

Review of the nominations and selection of the recipient(s) of the award is made by the Sustainability Coordinating Committee and approved by the President.

### Presentation

Award recipients will receive the following:

- A plaque recognizing contributions to sustainability
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Campus Sustainability Initiatives Fund

## Research Excellence Award

This award is designed to recognize faculty and staff members who have made significant contributions to the growth of our research program.

### Eligibility

All full-time Humber/Guelph-Humber employees, having at least two (2) years full-time service are eligible for this award. Employees may be nominated more than once, but may not receive the award more than once in a three year period.

### Criteria

This award is designed to recognize faculty and staff members who have made significant contributions to the growth of our research program. For example:

- A well-established research program that shows progressive involvement in an area or topic.
- Research that involves students as research assistants or researchers. Ideally, the research will enable students to apply concepts they are learning in their program.
- Research that attracts external partners, either industry or community partners, as well as external funding. Often the research program will begin with internal funding, and then it will grow to attract external dollars.
- Research that has an impact on the researcher's field or industry (e.g. patents), as well as on Humber students and/or curriculum.
- Research that involves knowledge dissemination through speaking, conferences, publications, etc.

### ***Please note:***

Review of the nominations and selection of the recipient(s) of the award is made by our Research Committee and approved by the President.

### Presentation

Award recipients will receive the following:

- A plaque recognizing research excellence
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Campus Sustainability Initiatives Fund