

Support Staff Distinguished Service Award

Eligibility

All support staff 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

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

- initiative and enthusiasm
- human relations skills
- professional development
- overall contribution to Humber, its mission and strategic directions
- participation in projects or activities which support Humber as an institution focused upon student learning
- projects, activities and initiatives promoting a positive response for Key Performance Indicators
- extra-curricular activities which are Humber or college related

Nomination

Individuals are nominated by at least two members of the Humber community, and nominations 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 nominations must be completed and received **no later than Thursday, May 23, 2013.**

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

Award recipients receive:

- A plaque for distinguished service.
- A cheque in the amount of \$250.00 to be applied toward a holiday weekend; the weekend to commence at 12.00 noon on any Friday.
- 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.

Support Staff Distinguished Service Award

NOMINATION FORM

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

Nominated by:	
Division/School/Department	
Phone Ext:	

Seconded by:	
Division/School/Department	
Phone Ext:	

CRITERIA FOR THIS AWARD:

- initiative and enthusiasm
- human relations skills
- professional development
- overall contribution to Humber, its mission and strategic directions
- participation in projects or activities, which support Humber as an institution
 - focused upon student learning
- projects, activities and initiatives promoting a positive response for Key Performance Indicators
- extra-curricular activities which are Humber or college related

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, May 23, 2013.**