

STAFF RECOGNITION AND AWARDS PROGRAM 2015

A Celebration of Leadership and Excellence

You are invited to provide nominations with respect to Humber's Annual Staff Recognition and Awards program, as described on the following pages. Presentation of the Awards will be made at the President's Breakfast held at the beginning of the Fall Semester 2015. Nominations must be received **Friday, May 29, 2015**. *Please note that these award nominations are open to both Humber and University of Guelph-Humber employees that meet the requirements of the award criteria.*

Please participate in this important program as we recognize those staff members who have made significant contributions to the mission and success of Humber or the University of Guelph-Humber.

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

*If assistance is required in the completion of these nomination forms, please contact
Nancey Adamson (ext. 5540)*

Distinguished Faculty Award

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 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 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.

Nomination

Individuals must be nominated by at least two peers, with a minimum of one of those peers being from the same School or Division as the nominee. A **comprehensive letter** supporting the individual's nomination, and based upon the selection criteria, must accompany nomination forms. Nominators may nominate more than one candidate for any given year. The Dean of the nominee's School or Division must sign the nomination form.

Process

- Nominations are solicited in the winter semester of each year, and forms must be completed and received **no later than Friday, May 29, 2015.**
- 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 will receive the following:

- A plaque recognizing his/her distinguished service.
- His/her name will be inscribed on the Honour Roll plaque, which is prominently displayed within the institution.

Announcement

Announcement of the award recipient(s) will be made at the Annual President's Breakfast, which is held at the beginning of each Fall Semester.

Distinguished Faculty Award Nomination Form

Nominee:			
Title and Program			
Division/School/Department			
Phone ext.		Email	
Email address			

Nominated by:			
Division/School/Department			
Phone ext.		Email	

Nominated by:			
Division/School/Department			
Phone ext.		Email	

Please remember that either the nominator or the person seconding this nomination must be a member of the nominee's Division, School or Department.

Dean's signature: _____

This nomination must be accompanied by a **comprehensive rationale**, based upon the criteria for this Award.

CRITERIA
<p>1. Teaching Excellence</p> <p>Faculty members achieve teaching and learning excellence, while providing an exceptional student experience. Please provide enough information to assist the selection committee in making its decisions.</p> <p>Examples of practices that may be considered include the following:</p> <ul style="list-style-type: none"> • Creativity and innovation in delivery methods • Creativity and innovation in 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

2. Other

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

- *professional activities*
- *community activities*
- *non-teaching committees*
- *scholarly or applied research*

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 Friday, May 29, 2015.

Support Staff Distinguished Service Award

Eligibility

All support staff at Humber College Institute of Technology and Advanced Learning (Humber) or the University of Guelph-Humber, having at least four years full time service, 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 or the University of Guelph-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/Guelph-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 Friday, May 29, 2015.**

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:	

Dean/Director's signature: _____

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 Friday, May 29, 2015.**

Administrative Distinguished Service Award

Eligibility

All administrators at Humber College Institute of Technology and Advanced Learning (Humber) or the University of Guelph-Humber, having **at least four years full time service**, 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/Guelph-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/Guelph-Humber as an institution focused upon student learning
- Credibility with peers

Nomination

Individuals are nominated by at least two members of the Humber/Guelph-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 Friday, May 29, 2015.**
- 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:	

Nominated by:	
Division/School/Department	
Phone Ext:	

Dean/Director's signature: _____

CRITERIA FOR THIS AWARD:

- Dedication to job-related functions
- Loyalty and commitment to Humber/Guelph-Humber
- Complementary service functions which support the mission and strategic directions of Humber/Guelph-Humber
- Initiation, support of, and/or involvement in activities which promote positive responses for Key Performance Indicators
- Projects or activities in support of Humber/Guelph-Humber as an institution focused upon student learning
- 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 Friday, May 29, 2015.**

Robert A. Gordon Leadership Award

This award is designed to recognize a **Humber full time employee** who has demonstrated high levels of leadership which enhance the reputation of Humber or the University of Guelph-Humber, both internal and external, in accordance with its mission, values and goals.

Eligibility

All Humber/Guelph-Humber staff members who have been employed at Humber/Guelph-Humber on a **full time basis for a period of four 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 staff employee nominated for this award will have exhibited high levels of leadership which enhance the reputation of Humber/Guelph-Humber, both internal and external, in accordance with the 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 behavior that focus upon excellence, innovation, professional development, and customer service.
- By demonstrating leadership in support of student learning and Humber/Guelph-Humber as a learning college, through committee work, consultations, teaching, administration, special projects, publications, or other worthy endeavours.

Nomination

Staff members are nominated by at least two members of the Humber/Guelph-Humber community. A **comprehensive rationale** must be submitted with each nomination, indicating why the person has been nominated, based upon the criteria for this award. 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, the College.

Process

- Nominations are called for in the winter semester of each year, and nomination forms must be completed and received **no later than Friday, May 29, 2015.**
- 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.
- Name inscribed on the Honour Roll which is prominently displayed within Humber.

Announcement

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

Robert A. Gordon Leadership Award

Nomination Form

Nominee:	
Title:	
Division/School/Department	
Phone ext.	

Nominated by:	
Division/School/Department	
Phone Ext:	

Nominated by:	
Division/School/Department	
Phone Ext:	

CRITERIA FOR THIS AWARD:

- 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 behavior that focus upon excellence, innovation, professional development, and customer service.
- By demonstrating leadership in support of student learning and Humber/Guelph-Humber as a learning college, through committee work, consultations, teaching, administration, special projects, publications, or other worthy endeavours.

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 Friday, May 29, 2015.**

Extra Mile Award

Eligibility

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

Criteria

The Humber/Guelph-Humber team/department/division/school 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 the mission, goals, values and strategic directions of Humber/Guelph-Humber.
- 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.

Nomination

Two members of the Humber/Guelph-Humber community must nominate the team/ department/ division/ school, and nomination forms must be accompanied by a comprehensive rationale, stating why the team/ department division/ school has been nominated, based upon the criteria for this award.

Process

- Nominations will be called for in the winter semester, and nominations must be completed and received **no later than Friday, May 29, 2015.**
- 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 team/ department/ division/ school receive:

- A plaque recognizing commitment, dedication and extra effort.
- Name inscribed on the Honour Roll, which is prominently displayed within Humber.

Announcement

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

Extra Mile Award

Nomination Form

Nominee:	
Title:	
Division/School/Department	
Phone ext.	

Nominated by:	
Division/School/Department	
Phone Ext:	

Nominated by:	
Division/School/Department	
Phone Ext:	

CRITERIA FOR THIS AWARD:

- By demonstrating extra effort, dedication and commitment to the mission, goals, values and strategic directions of Humber/Guelph-Humber.
- 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.

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 Friday, May 29, 2015.**

Community Service Award

Eligibility

All Humber /Guelph-Humber employees, having at least **four years full time service** at Humber or the University of Guelph-Humber, are eligible for this award. **Individuals may receive this award only once.**

Criteria

Individuals nominated for this award will have demonstrated significant and measurable contributions to the college and its relationship with its community.

Nomination

Individuals are nominated by at least two members of the Humber/Guelph-Humber community, and nominations 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, and nomination forms must be completed and received **no later than Friday, May 29, 2015.**
- 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

- A plaque recognizing community service.
- Name inscribed on the Honour Role, 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.

**Community Service Award
Nomination Form**

Nominee:	
Title:	
Division/School/Department	
Phone ext.	

Nominated by:	
Division/School/Department	
Phone Ext:	

Nominated by:	
Division/School/Department	
Phone Ext:	

CRITERIA FOR THIS AWARD:

- Individuals nominated for this award will have demonstrated significant and measurable contributions to Humber/Guelph-Humber and its relationship with its community.

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 Friday, May 29, 2015.**

Research Excellence Award

Eligibility

All **full time** faculty and staff members of Humber College or the University of Guelph-Humber are eligible for this award.

Criteria

This award is designed to recognize faculty and staff members who have made significant contributions to the growth of Humber's Research program. For example:

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

Nominations

Individuals must be nominated by at least two peers who are familiar with the work of the nominee. A detailed letter supporting the individual's nomination must accompany the nomination form, signed off by the nominee's Dean or Manager.

Process

Nominations are invited in the winter semester of each year, and forms must be completed and received **no later than Friday, May 29, 2015.**

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 will receive the following:

- A plaque recognizing her/his contributions to Humber's research base.
- Her/his name will be 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.

Research Excellence Award

NOMINATION FORM

Nominee:	
Title	
Division/School/Department	
Phone Ext.	

Nominated by:	
Division/School/Department	
Phone Ext.	

Nominated by:	
Division/School/Department	
Phone Ext.	

This Nomination Form must be accompanied by a detailed letter describing the nominee's contribution to Humber's research program, and highlights of the nominee's research biography.

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 Friday, May 29, 2015.**

Humber Sustainability Award

Eligibility

- All Humber/Guelph-Humber employees that have been employed at Humber or the University of Guelph-Humber for a minimum full time service of 4 years
- Individuals/groups may only receive this award once
- Individuals must be going beyond (or completely unrelated) any initiatives/programs that the organization is already doing in this area

Criteria

Individuals or groups nominated for this award will have demonstrated significant and measurable contributions to Humber/Guelph-Humber's sustainability efforts. Dedication to enhancing sustainability on campus, in the classroom, and/or within the community which support the strategic direction for sustainability at Humber:

- Initiation, support of, and/or significant involvement in activities or projects which promote sustainability on campus, in the classroom, and/or within the community.
- Demonstrate environmental leadership (goes beyond expectations to support Humber's sustainability goals), by developing 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.

Nomination

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

Process

Nominations are invited in the winter semester of each year, and forms must be completed and received **no later than Friday, May 29, 2015**. Review of the nominations and selection of the recipient(s) of the award is made by the Sustainability Coordinating Committee (SCC) and approved by the President.

Presentation

Award recipients will receive the following:

- A plaque recognizing her/his contributions to Sustainability at Humber College
- Her/his name will be 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

Humber Sustainability Award

NOMINATION FORM

Nominee:	
Title	
Division/School/Department	
Phone Ext.	

Nominated by:	
Division/School/Department	
Phone Ext.	

Nominated by:	
Division/School/Department	
Phone Ext.	

This Nomination Form must be accompanied by a detailed letter describing the nominee's contribution to Sustainability at Humber/Guelph-Humber.

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 Friday, May 29, 2015.**