

WE ARE CELEBRATING PRESIDENT'S AWARDS PROGRAM

from Employee Recognition and Awards Program



NOMINATION PACKAGE 2019

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CELEBRATING OUR EMPLOYEES

PRESIDENT'S AWARDS PROGRAM 2019

A CELEBRATION OF LEADERSHIP AND EXCELLENCE

This awards program, previously known as the Employee Recognition and Awards Program, was initiated in 1981 with the Distinguished Support Staff Appreciation Award being presented for the first time and continues as a proud tradition to recognize excellence among faculty and staff.

Please take some time to familiarize yourself with this document, which describes the process and criteria.

Our President's Awards program for 2019 includes the following awards:

Distinguished Faculty Award

Distinguished Support Staff Award

Distinguished Administrative Service Award

Robert A. Gordon Leadership Award

Extra Mile Award

Community Service Award

Humber Sustainability Award

Research Excellence Award

Excellence in Teaching Award

Internationalization Award **NEW**

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

Nominations **must be received** by **Friday, May 24, 2019**.

Depending on the award, nominations are reviewed by either peer review, the College President/ Board of Governors or a respective committee with recommendations presented to the College President.

Presentation of the awards will be made at the President's Breakfast being held on Monday, August 26, 2019. You are invited to provide nominations for the awards as described in the following pages.

If you require assistance in completing the nomination form, or have questions about this program, please contact Michelle Trumper, OD & Learning Specialist: michelle.trumper@humber.ca ext. 5560.

PROCEDURES FOR SUBMITTING A NOMINATION

Award Checklist

Ensure the nomination package includes:

- ✓ Completed nomination form with the nominator's Dean / Director's signature
- ✓ Rationale focused on the criteria for the specific award. Maximum 750 words (approx. 2 pages) (Note: Please **attach rationale to form and submit together**)

Submitting Your Nomination Package

Submit completed nomination packages by way of:

- Email to michelle.trumper@humber.ca **OR**
- Internal mail to: Michelle Trumper, HR Services, Room LRC 6023

Timeline

May 3, 2019	Nominations open
May 24, 2019	Nominations close and nomination packages (including rationale) are submitted to Michelle Trumper
June 3 - 14, 2019	Nominations are reviewed and recommendations are provided to the College President.
July 15, 2019	Award recipients notified
August 26, 2019	Awards presented at President's Breakfast

AWARD NOMINATION FORM

Please complete and submit this form together with rationale statement (max. 750 words) describing the nominee's contributions referencing specific examples demonstrating how the nominee has met the criteria.

Nominee Name:	
Title	
Division/Faculty/Department	
Phone Ext.:	Email:

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

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

Nominated by: Division/Faculty/Department	
Phone Ext:	Email:
Nominated by: Division/Faculty/Department	
Phone Ext:	Email:
Dean/Director Name and Signature:	

THE AWARDS

Distinguished Faculty Award

This award is designed to honour up to five (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.

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 committed to equity, diversity and inclusion
- 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 make the 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) full-time 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 (Courage, Innovation, Equity, Health & Well-Being 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 make the 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 will receive the following:

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

Distinguished Administrative Service Award

The Administrative Distinguished Service Award recognizes up to three (3) full-time 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 extending 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 (Courage, Innovation, Equity, Health & Well-Being 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 make the 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 will receive the following:

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

Robert A. Gordon Leadership Award

This award is designed to recognize one (1) 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 enhancing 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 (Courage, Innovation, Equity, Health & Well-Being and Sustainability)
- By demonstrating leadership in support of student learning while remaining committed to equity, diversity and inclusion
- 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 will receive the following:

- A plaque recognizing leadership
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Student Emergency Financial Support Bursary

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 colleagues and 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/Faculty will receive the following:

- 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 Student Emergency Financial Support Bursary

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

Award recipient(s) will receive the following:

- A plaque recognizing community service
- To recognize your contributions, a donation in the amount of \$250 will be made to Humber's Student Emergency Financial Support Bursary

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 recipient(s) 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 Student Emergency Financial Support Bursary

Research Excellence Award

This award is designed to recognize full-time 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 Student Emergency Financial Support Bursary

Excellence in Teaching Award (previously recognized through the Centre for Teaching & Learning)

The Humber Award for Excellence in Teaching is an annual award recognizing one (1) Humber educator for Excellence in Teaching and for nurturing the broader institutional learning environment. A nominee should be an individual who is widely recognized for their teaching and academic inquiry within the Faculty, supports the educational excellence of colleagues, and embodies a spirit of instructional innovation.

Eligibility

All current Humber academic faculty (all categories of teaching staff, including part-time and continuing education) 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

The criteria for Excellence in Teaching Award are based upon a comprehensive, robust view of teaching in all teaching formats and modalities. Nominations for the award are to be based on a nominee’s demonstrated excellence in all four of the Excellence in Teaching Framework categories listed below:

Excellence in Teaching Framework Categories	Description
<p>A. Excellence in Teaching Practice</p>	<p>Demonstrates a superior command of:</p> <ul style="list-style-type: none"> i. enacting pedagogical knowledge within their disciplinary area, ii. creating a learning environment which fosters and nurtures learners thinking and understanding, iii. using a wide an appropriate range of teaching and learning methods effectively, iv. using a wide and appropriate range of assessment techniques to support student learning and demonstrate learning outcomes, v. providing students with timely, helpful assessment and feedback to support and strengthen learning, vi. demonstrating a commitment to equity and guarantee an equal and inclusive learning environment, vii. integrating scholarly activity into instruction.
<p>B. Scholarship of Teaching and Learning Research</p>	<p>Uses innovative, inquiry and/or experimental teaching as a form of research and/or scholarship that connects across disciplines and platforms.</p> <p>Exemplifies good teaching which promotes student learning and desired outcomes, is peer reviewedand recognized by students and student satisfaction measures.</p> <p>Faculty makes this scholarship of teaching a peer-reviewed,publically available and rewarding experience.</p>
<p>C. Implementing Innovations in Teaching and Learning</p>	<p>Promotes student-centered and inquiry-based learning and critical thinking. Uses new instructional strategies for student engagement and/or initiatives involving the incorporations of digital technologies to enhance and/or extend student learning.</p>
<p>D. Stewardship and Professional Development – Building a Learning Community</p>	<p>Demonstrates educational leadership which encourages others to act collectively in the best interest of students. This might include:</p> <ul style="list-style-type: none"> i. leading projects designed to enrich the student learning experience, ii. coaching colleagues on the innovative use of media and new technologies, iii. providing workshops on developing and enriching a instructional practices, iv. actively participate in teaching and learning research and the dissemination of findings.

Presentation

Award recipient will receive the following:

- The Award recipient to attend a conference of their own choosing in the upcoming year
- Recipient will have their name engraved on the awards plaque, and will be provided with a letter from Humber acknowledging the honour

Internationalization Award **NEW**

The award is designed to acknowledge the efforts and commitment of two (2) teaching faculty for their contributions to the internationalization of curriculum or engagement of students in international initiatives

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 recognize two teaching faculty members who have made significant contributions to the internationalization of curriculum or engagement of students in international initiatives.

Other

Please comment on any other areas of work that you feel would help make the decision regarding this nomination.

For Example:

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

Presentation

Award recipients will receive the following:

- Recipient will have their name engraved on the awards plaque
- A cheque in the amount of \$250.00