



## STAFF EXCELLENCE AWARDS

### 2024 NOMINATION FORM

#### INSTRUCTIONS

ECU staff, faculty and students may nominate candidates for the Staff Excellence Award. Please review the awards and award criteria, and provide all requested information by 11:59pm May 3<sup>rd</sup>, 2024.

#### NOMINATION PACKAGE CHECKLIST

- Nomination form (with signed consent from the nominee)
- Letter of Nomination using template provided below
  - Describe how the nominee meets or exceeds one or more of the award criteria (Please clearly indicate how the nominee meets the Awards Criteria). The use of relevant examples is encouraged. It is important to provide as much information as possible about what the nominee has done that demonstrates their contributions.
- Examples and/or reference documentation (optional, 2 pages max)

*Please submit the completed nomination package to HR by email to [hr@ecuad.ca](mailto:hr@ecuad.ca) by May 3<sup>rd</sup>, 2024.*

#### NOMINEE INFORMATION + CONSENT

**Nominee Name** \_\_\_\_\_

**Nominated for (select one)**  Staff Excellence Award for Distinguished Service  
 Staff Excellence Award for Achievement

**Department** \_\_\_\_\_

**Title** \_\_\_\_\_

**Consent Notice**

- I agree to be nominated for the Staff Excellence Award
- I agree to assist in providing supporting documentation for the nomination, if required
- I understand that the Selection Committee and the nominator(s) will treat as confidential all nominee information as well as deliberations concerning the evaluation of the contents of the nomination package
- If selected, I agree to have my name published

**Nominee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## NOMINATOR CONTACT INFORMATION

**Nominator's Name** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Title/Role** \_\_\_\_\_

**Secunder's Name (1)** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Title/Role** \_\_\_\_\_

**Secunder's Name (2)** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Title/Role** \_\_\_\_\_

Letter of Nomination template on following page

## **LETTER OF NOMINATION**

Describe how the nominee meets or exceeds one or more of the award criteria (Please clearly indicate how the nominee meets the Awards Criteria) using the template below. The use of relevant examples is encouraged. It is important to provide as much information as possible about what the nominee has done that demonstrates their contributions.

### **Equity, diversity and inclusivity**

### **Indigeneity and decolonization**

### **Community wellbeing, health, and safety**

### **Climate action and sustainability**

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<b>Leadership</b>
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<b>Collaboration and creativity</b>
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<b>Service excellence</b>
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Thank you for taking the time to recognize our amazing staff!

**Please submit this form to [hr@ecuaad.ca](mailto:hr@ecuaad.ca) by 11:59pm May 3<sup>rd</sup>, 2024.**