

2025 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 April 23rd, 2025.

NOMINATION PACKAGE CHECKLIST

- Nomination form (with signed consent from the nominee)
- Letter of Nomination using template provided below
 - o 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 by April 23rd, 2025.

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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Leadership

Collaboration and creativity

Service excellence

Thank you for taking the time to recognize our amazing staff!

Please submit this form to hr@ecuad.ca by 11:59pm April 23rd, 2025