

## **ECU Staff Excellence Awards**

### **Purpose**

The ECU Staff Excellence Awards recognize staff members who exhibit and promote the values of the university and have demonstrated excellence in their service to the university. Their efforts and achievements support their colleagues and the community in advancing the mission and goals of the university.

### **Eligibility**

- ECU staff members (CUPE or Administrators)
- Full-time or part-time permanent employees
- In subsequent years, previous recipients will not be eligible for 3 years after receiving the award

### **Awards**

There will be two (2) awards, each consisting of a \$500 cash prize.

#### **1. Staff Excellence Award for Distinguished Service**

- Minimum 10 years of service
- This award is intended to recognize the long-term contributions of staff who have created lasting positive impacts at ECU under the award criteria.

#### **2. Staff Excellence Award for Achievement**

- No minimum years of service
- This award is intended to recognize staff who have demonstrated significant achievement under the award criteria.

### **Award Criteria**

The Staff Excellence Awards aim to recognize staff contributions and commitment to the core values of the university. Nominees should demonstrate one or more of the following:

- a) **Equity, diversity and inclusivity:** Exemplifies strong advocacy for equity and diversity. Values, respects and supports community members across a broad range of differences to enhance a sense of belonging and inclusion. Demonstrated formal or informal leadership by embracing inclusivity through positive interactions and leveraged differences to develop a creative and innovative workplace.

- b) **Indigeneity and decolonization:** Actively engages with colleagues and the community in demonstrated ways to support indigeneity and decolonization through an intersectional lens.
- c) **Community wellbeing, health, and safety:** Goes “above and beyond” to create a safe and respectful working and learning environment for students and employees. Demonstrated a significant positive impact on the Emily Carr community in promoting health and wellbeing.
- d) **Climate action and sustainability:** Enhances the university’s position as a leader in environmentally sustainable practices through actions such as community action, programming, implementing resource-saving initiatives, and advocating green habits.
- e) **Leadership:** Positively influences others to build consensus and action around department or university objectives. Lead, guide and coach staff, develop staff talents, and successfully manage an efficient and effective unit.
- f) **Collaboration and creativity:** Exemplifies collaboration within and with other departments to create innovative methods for performing day-to-day activities, improving the value and efficiency of service provision.
- g) **Service excellence:** Enhances the university’s ability to meet its employee and student needs in an efficient and professional manner by going the extra mile, anticipating and proactively meeting and exceeding their expectations.

## Timeline

Mar 26	Call for nominations.
Apr 23	Nomination period closes.
May/June	Committee meets and selects award recipients. Recommendations submitted to the President for approval.
Aug	Awards given to recipients.

## Procedure

1. The various unions/committees will be given notice to nominate a representative for the Selection Committee.
2. HR will be responsible for issuing a call for nominations.
3. Faculty, staff (CUPE and Admin) and students are all invited to submit nominations. Staff members may not nominate themselves.

4. Nominators will complete the Nomination Form and submit a Letter of Nomination (500 words max) to HR using the template provided. Please clearly indicate how the nominee meets the Awards Criteria listed above. Nominators may choose to provide an additional 2 pages (max) of supporting documentation (e.g., workshop/conference materials, posters, etc.). All nominees must consent to being nominated. All nomination packages are confidential and will not be shared beyond the Selection Committee (and will not be included in any personnel files).
5. After the submission deadline, the Selection Committee will meet and review the nominations. Selection Committee members must declare any conflicts of interest and recuse themselves from the deliberation if appropriate. The committee will assess the nominees' contributions to one or more of the award criteria, taking into consideration nominees' particular contexts. The committee will recommend two award recipients based on the selection criteria.
6. The Chair will submit the Committee's recommendations to the President for approval.
7. Upon the President's approval, the award recipients will be notified.

### **Staff Excellence Awards Selection Committee**

Committee members:

- Chair: Associate Vice-President, HR (or delegate)
- 1 Staff (nominated by CUPE or previous year's award recipient)
- 1 Faculty (nominated by FA)
- 1 Administrator (nominated by Admin committee or previous year's award recipient)
- 1 Student
- HR member (ex-officio, committee support)