



DEAN'S STAFF RECOGNITION AWARD – 2015 CALL FOR NOMINATIONS

Purpose of the Award

The purpose of the Dean's Staff Recognition Award is to formally recognize the special contribution of support staff members who consistently provide outstanding contributions to the work environment of the JMSB. A maximum of three awards will be made in any given year.

Eligibility

All permanent staff members (full-time or part-time), as well as staff members who are employed or on a term contract for twelve months or more in the JMSB are eligible for the Award.

Occasional part-time or term employees, including those paid on time sheets may be eligible if their aggregate service exceeds one year.

Applications from staff members who received this award in the past four years will not be considered. Members of the selection committee, program directors, senior administrators, and staff members who report directly to the Dean are not eligible for this Award.

Application Procedure and Documentation Requested

Nominations may be submitted by any member of the JMSB community including students, staff, faculty, alumni, supervisors, and members of the public who have an interest in the JMSB.

Each application or nomination must be submitted on the appropriate form available from the Office of the Dean. A maximum of three letters of support must accompany the application or nomination. Nominators are asked to submit one to two pages regarding the candidate, citing specific examples of exemplary service, a message from the candidate's supervisor, and any relevant information which describes the nature of the work to be recognized. Unless otherwise specified by the supporter, all nomination material may be shared with the respective candidate following the selection process.

All nomination documents must be received, in hard copy and/or electronic form, to the Office of the Dean, via stephanie.whitehouse@concordia.ca no later than November 6th.

Selection Committee

The Selection Committee is composed as follows:

- Three full time staff members to be elected by staff from the following five groups CUSSU, CUSS-TS, CUPEU, ACUMAE, and HR Policy (maximum one representative per group);
- Two students – one undergraduate, one graduate;
- One full-time faculty member and one part-time faculty member;
- One Department Chair;
- One Program Director, or the Associate Dean Undergraduate Programs
- One senior administrator from outside the JMSB.

The Selection Committee is chaired by the external senior administrator (i.e. the senior administrator from outside the JMSB) and all members normally serve for a three year term. The Committee Chair is chosen by the JMSB Dean, and shall vote only in the case of a tie. Staff representatives are selected by the staff at large following established procedures. Student representatives are appointed by the presidents of the respective student associations. CUPFA members are appointed by the Association. The full-time faculty members are elected by Faculty Council.

Committee members cannot sign nomination forms or participate in the nomination process

Selection Process

Normally, the selection process consists of the following steps:

Step	Deadline
• Election/appointment of committee members	1 st week of October
• Review of process by committee, recommendations for changes in the selection process	2 nd week of October
• JMSB stakeholders are invited to nominate candidates for the Award & submission of dossiers to the Office of the Dean	Until November 6 th
• Review of dossiers by committee members and selection of winners	November 9 th -13 th
• Submission of committee report to Dean	November 19 th
• Presentation of Awards at a special Dean's Reception	November 23 rd

One or several of the following criteria apply, (but are not limited to) for the selection of the recipients:

- a) The award acknowledges the employee's exemplary contribution through his or her work in the JMSB;
- b) The award acknowledges that the employee's work has greatly enhanced the JMSB image or reputation
- c) The award acknowledges an employee who successfully completes a significant project.

Factors considered by the committee will be:

1. Adherence to the general criteria mentioned above
2. Nature and type of contribution significantly beyond what is usually expected (e.g. improving workplace efficiency, quality of work life, customer service, problem-solving, etc.).
Contributions may be job related or other forms of activity, participation or support relating to the University community.
3. Breadth of impact over and above what is usually expected including activities outside specific job responsibilities;
4. Innovativeness over and above what is usually expected;
5. Evidence of initiatives to develop and/or upgrade work skills over and above what is usually expected;
6. Strength of support in nominations;

Value of Award

Normally, three Staff Recognition Awards will be presented in each academic year. Each winner will be presented with a framed certificate of recognition and an award of \$1,500 (subject to applicable taxes).

Announcement/Presentation of Award

The names of the winning candidates will be announced at a closed meeting of Faculty Council. The Award winners will be recognized at a special Dean's Reception that will be held in the fall. The Award recipients will have their profiles posted on the JMSB web site.