

Staff Excellence Award - Nominator Form

This form is to be completed by the nominator. Include this form, and all attachments in a single PDF, and submit to nancy.scarrow@ufv.ca.

PRINCIPAL NOMINATOR INFORMATION	
Your Name:	
Department, Position at UFV:	
Email:	
Phone:	
CONSENT OF NOMINATOR	
<p><i>It is the role of the nominator to complete the nomination forms, gather supporting documents, and confidentially submit a complete electronic .PDF copy of the nomination package to Nancy Scarrow at Nancy.scarrow@ufv.ca. I understand that by signing this form, I agree to treat as confidential all nominee information and contents of the nomination package.</i></p>	
Signature:	Date:
NOMINEE INFORMATION	
Name:	
Department, Position at UFV:	
Email:	
YOUR NOMINATION LETTER	
<p><i>The Staff Excellence award recognizes UFV staff members who have demonstrated excellence in their service to the university. Through their exemplary professionalism and achievements, they have supported their colleagues in advancing the mission and goals of the university.</i></p> <p><i>Please answer all questions relating to the award criteria authentically and to the best of your knowledge, recognizing that nominees may not reflect all of the criteria.</i></p>	
<p>1. Outline and provide examples of how the nominee has excelled in the fulfillment of their assigned roles and responsibilities, frequently exceeding expectations.</p>	

2. Outline and provide examples of how the nominee demonstrates initiative, creativity, and resourcefulness in their work.

3. Outline and provide examples of how the nominee is directly responsible for improvements in the ways they do their work and manage their areas of responsibility.

4. Outline and provide examples of how the nominee exhibits the highest standards of professionalism, commitment, integrity, and accountability in their work.

5. Outline and provide examples of how the nominee demonstrates a commitment to the well-being of colleagues by supporting their needs and professional development and contributing significantly to the development of a positive, respectful, and inclusive work environment.

6. Outline and provide examples of how the nominee exhibits and promote commitment to the values, vision, and mission of the university and the division where they work.

LETTERS OF SUPPORT

Collect three to five letters of support from UFV staff or faculty that provide specific information supporting the criteria of the Staff Excellence Award (500 words maximum). A letter of support cannot come from the nominator.

Please include the following as part of the three to five letters of support:

- one letter from within the nominee's unit who has direct knowledge of the impact or benefit from the individual;
- one letter from an individual outside the unit who has significant knowledge of the impact or benefit from the individual; and
- one letter from the nominee's manager or supervisor (or higher), if the lead nominator is not the nominee's manager or supervisor.

NOMINEES' CONSENT

I, the nominator, acknowledge that the nominee has been made aware and agrees to the following:

1. Agrees to be nominated for the Staff Excellence Award.
2. Agrees to assist in providing supporting documentation for the nomination, if required.
3. Agrees to Human Resources disclosing my UFV employment history or student registration to members of the Selection Committee, if required to support my eligibility for this award.
4. Understands that the Selection Committee and the nominator(s) will treat as confidential all nominee information as well as deliberations concerning the rating of the contents of the nomination package.
5. If selected, they agree to have their name (and photograph, if required) published.

Signature: