A. Background and Definitions

B. Purpose

Niagara College believes it is important to honour excellence and acknowledge employees who support college goals and enrich college life. These individuals exemplify outstanding characteristics in the areas of personal qualities, work performance and customer service. Excellence influences a learning environment that promotes the development of human potential.

C. Practice Statements

1. Annual awards for excellence are granted to an employee from each sector: faculty, support staff and administrative staff. All full-time and permanent part-time staff are eligible to be nominated. Permanent employment is defined as continuous service from January 1st to December 31st of the year immediately preceding the nomination.

Selection Process

2. The Award of Excellence selection committee consists of the following:
   a) the recipients of awards from the previous two years from each staff category,
   b) a representative from the President’s Office (Chair), and
   c) a Human Resources representative.

3. The delegates from the President’s Office and Human Resources will be ex-officio members only and will support the selection process.

4. Members of the committee may not be a nominee, nominator or seconder for any of the awards.

Final Selection

5. The selection committee will forward their recommendations for each employee group to the President for final determination.

Nomination Procedures

6. Any full-time or permanent part-time employee of Niagara College may nominate or second a candidate for one or more of the award categories: faculty, support and administration. Nominators and seconds do not have to be part of the same employee category as the nominee.
7. Nominations will be sent to the President’s Office by the deadline established by the Chair of the Committee. The Chair may extend the deadline or grant an extension at his/her discretion, ensuring that principals of fairness and equity are respected. Each nomination must be seconded by three other employees and accompanied by a narrative (maximum three pages) and a list of the candidate’s achievements and contributions in chronological order (maximum two pages). Self-nominations will not be accepted.

8. The two runners-up from previous year may be considered for the current year. The Chair will advise the nominator that their nominee is being considered.

9. Nominations will be evaluated against the following criteria:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Personal Qualities       | • dependability/reliability  
                          | • consideration of others  
                          | • integrity/honesty  
                          | • understanding/empathy  
                          | • interpersonal skills/human relations  
                          | • positive/cheerful disposition |
| Leadership               | • motivational skills  
                          | • role modelling |
| Cooperation              | • team spirit  
                          | • willingness to share expertise/ideas  
                          | • willingness to take time to assist others  
                          | • supportive of colleagues and coworkers |
| Work Performance         | • efficiency & effectiveness  
                          | • currency in area of work  
                          | • model performance |
| Customer Service         | • dedication to student success  
                          | • excellent relationships with external and/or internal clients  
                          | • polite and courteous  
                          | • positive caring approach  
                          | • enhances the image of the college |
| Creativity and Initiative| • willingness to investigate & follow through to address need  
                          | • ability to solve problems by finding creative solutions |
| Extraordinary Effort     | • willing to go the extra mile |

10. The Committee will look for examples of individual accomplishments (including individual’s role in a team or group accomplishment) demonstrating the above qualities in evaluating each nomination. Comments related to other specific areas of accomplishment are welcomed in order to provide a more complete profile of the nominee. Nominees do not have to excel in all of the above however the nomination should provide examples that illustrate as many of the evaluation criteria as applicable.
NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRACTICE TITLE: Awards of Excellence

Timeframes

11. The following timeframes are set for the Awards of Excellence:

<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Call for nominations – distribution of nomination package.</td>
</tr>
<tr>
<td>April/May</td>
<td>Deadline for submissions.</td>
</tr>
<tr>
<td>May/June</td>
<td>Evaluation of nominations and recommendations to President by Committee.</td>
</tr>
<tr>
<td>June</td>
<td>Decision by President on award recipients.</td>
</tr>
<tr>
<td>August</td>
<td>Award winners announced at Niagara Day.</td>
</tr>
</tbody>
</table>

D. Related Documents and Links

Nil