

# College Procedure

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<b>PROCEDURE TYPE:</b>	Administrative
<b>PROCEDURE TITLE:</b>	Employee Awards of Excellence
<b>PROCEDURE NO.:</b>	ADMIN-237.1
<b>RESPONSIBILITY:</b>	President
<b>APPROVED BY:</b>	Durham College Leadership Team
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## 1. Introduction

Employee Awards of Excellence are presented annually to one permanent full-time or part-time employee in each of the administrative, faculty and support staff groups, in recognition of outstanding contributions to Durham College. The recipients demonstrate excellence in different ways – depending on the nomination category – including teaching and learning, outstanding leadership, customer service and interpersonal skills, departmental and organizational knowledge, and professionalism while adhering to the college’s mission, vision, and values.

## 2. Procedure

### 2.1. Nomination guidelines and process

- 2.1.1. Online nomination forms are available on the employee intranet (ICE) through the Human Resources department page in the Rewards and Recognition section under Organizational Development.
- 2.1.2. Students, faculty, support staff, administrators, retirees and/or alumni can nominate candidates for these awards. All nominees must agree to have their names put forward by signing a consent form.
- 2.1.3. Self-nominations will not be accepted.
- 2.1.4. Past Employee Award of Excellence winners are not eligible to be nominated for two years after receiving an award in the support staff, administrative staff or faculty category.
- 2.1.5. One nominator and three supporting nominators are required for a nomination, with no more than four nominators required or accepted. At least one nominator must be from the same department as the nominee.

- 2.1.6. The nominators must submit the online nomination form by 4:30 p.m. on the deadline date, describing how the candidate meets the nomination criteria. In no circumstances will a late submission be considered.

## **2.2. Selection procedure**

- 2.2.1. The Durham College Leadership Team will appoint award selection committee members for the Administrative, Faculty and Support Staff categories. The committee will include two representatives from the academic, support and administrative groups.
- 2.2.2. Each year, by the end of April, the selection committee will post a communication on ICE as a reminder to employees that the nomination process is beginning. Additionally, notices will be sent to student, retiree and alumni groups.
- 2.2.3. A minimum of two nominations must be submitted for each category, if two nominations are not received the category will be not be awarded for that year. Winners will not be acclaimed if only one nomination is received.
- 2.2.4. The selection committees will meet in August of each year to review the nominations and select the recipients. The selection committees will use the criteria outlined on the nomination form as well as the ranking tool to determine the award recipients. At the discretion of the selection committee, further information may be requested from the nominators regarding a specific nomination. If a member of a selection committee is nominated for an Award of Excellence, another representative from the same department (and without a direct reporting relationship to the nominee) will be appointed to take the committee member's place for that year.
- 2.2.5. A decision on the winners will be made before the last business day in August and kept strictly confidential amongst only the committee members until the Employee Appreciation event.
- 2.2.6. The selection committees will contact the Durham College Leadership Team to share the names of all nominees prior to the annual vice-president, Academic Kick-off event.
- 2.2.7. The nominees for all three awards will be announced at the annual vice-president, Academic Kick-off event and the same day on the employee intranet, ICE, and MyCampus. The list of nominees will also be sent to the retirees and alumni groups for distribution as they deem appropriate.
- 2.2.8. The selection committees will invite all nominees for Awards of Excellence and a guest to attend the Durham College Employee Appreciation event.

2.2.9. The award recipients will be announced and presented by the college president at the Employee Appreciation event.

### **2.3. The award**

Awards of Excellence recipients each receive a certificate worth \$1,500 to be applied toward professional development. Recipients have one calendar year from the Employee Appreciation event to redeem the full value of the certificate and do not receive a cash payout for unused allowances.

### **3. Roles and responsibilities**

The Awards of Excellence Committees are responsible for preparing all documentation and resources required each year to call for nominees and allowing for nominations of eligible employees. Committee members will objectively review all nominations within the strict guidelines of the established criteria in selecting recipients. Members are responsible for all publicity and planning required leading up to and including recognition at the Employee Appreciation event.

### **4. Related policies, procedures and directives**

- Durham College Employee Award of Excellence Policy ADMIN-237