



**Office of the Dean
Faculty of Arts**

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To: Heads and Directors, Program Chairs, Arts Advising, Arts Co-Op, Arts Communications, Arts Development, Arts ISIT, other CASS units, and Journals
cc: Associate/Assistant Deans, Arts Administrators, H/D Assistants, Brian Lee, Betty Wong, Margaret Tom-Wing
From: Kathryn Harrison, Senior Associate Dean of Faculty & Equity
Date: August 22, 2016
Subject: **2016/2017 Dean of Arts Award for Staff Excellence – Guidelines & Call for Nominations**

The intent of this award is to recognize excellence in staff service within the Faculty of Arts. The award consists of \$1,500 and an engraved plaque.

Eligibility:

All permanent full-time or part-time staff who have served in their current role for at least 2 years, in the Faculty of Arts, in one of the following employee groups: CUPE 116, CUPE 2950, Executive Administrative Staff, and Management & Professional (M&P) Staff.

Staff may receive this award only once. *Previous award recipients can be viewed on the Arts Website:*
<http://www.arts.ubc.ca/faculty-and-staff/awards-and-prizes/>.

Criteria:

Candidates will have made a significant contribution to their workplace's productivity, quality of service, or morale (whether through a specific project or through their general attitudes and activities), and they will have maintained a consistently high quality of work above and beyond what is normally required of their position. They will have demonstrated enthusiasm, integrity, leadership, genuine concern for others, and dedication to improving the community spirit within their workplace.

Procedure:

Nominations must include:

1. A letter of nomination (*not to exceed two pages*), which provides a rationale and background information, including specific examples that illustrate how the nominee meets the criteria.
2. Four (4) supporting letters from faculty, staff, or students within the Faculty (letters may be signed by more than one person). *Please note that extra documents will be returned to the nominator.* Assistant and Associate Deans are not eligible to write letters of support.

Nomination deadline: 4:00pm, Wednesday, October 26, 2016

Nomination packages should be sent to the attention of **Associate Dean Gillian Creese (c/o Laura J. Hart)** in the Dean's Office, Faculty of Arts, Buchanan A240, 1866 Main Mall, Vancouver, BC V6T 1Z1 (campus mail: zone 1). Questions may be addressed to Laura J. Hart at laura.hart@ubc.ca.

Nominations will be considered by a committee appointed by the Dean and comprised of staff members (representing a cross-section of employee groups, including some recipients from prior years) and an Associate Dean. The Committee will make its recommendations to the Dean.

The award(s) will be presented at a staff event in December.

