



**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, and Journals

cc: Associate/Assistant Deans, Arts Administrators, H/D Assistants, Betty Wong, Margaret Tom-Wing, Ivy Ko

From: Gillian Creese, Associate Dean of Faculty & Equity

Date: November 5, 2018

Subject: **2018/2019 DEAN OF ARTS AWARD FOR STAFF EXCELLENCE – GUIDELINES & CALL FOR NOMINATIONS**

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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 be submitted via <https://hd.air.arts.ubc.ca/201819-dean-of-arts-award-for-staff-excellence/> and 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: 3:00pm, Friday, November 30, 2018**

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 the staff luncheon on December 11, 2018.



**a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA