

## Terms of Reference – FHS Faculty and Staff Awards

### General Terms and Conditions:

1. These awards are intended to provide the FHS with the opportunity to celebrate and recognize the achievements of colleagues. They are not intended to be evaluative and the absence of an award should not be considered in performance reviews. Furthermore, they are internal to FHS and should not be confused with other university wide awards at SFU.
2. Awards will be made once per year to outstanding faculty and staff in each category. Ties will be considered. Dean, Associate Deans, and the Director of Administration and Operations are not eligible for any awards. Previous awardees are again eligible for the same award only after three years have passed.
3. An Awards Committee of awardees from previous years will evaluate nominations. A 5-person committee will include faculty and at least one staff from the pool of previous awardees. The committee will convene by January 31 of each year and elect a Chair for that academic year. Committee members may volunteer to be committee Chair or the committee will collectively elect a Chair in cases where there is a surge of interest for the position.
4. The Chair is a rotating position. It is the responsibility of the previous year's Chair to call a committee meeting by January 31 of each academic year. Each year, previous awardees will identify 5 committee members to sit on the committee for a term of one academic year. In the event that there is a surge of interest of people wanting to serve, the committee can increase in size to 7 members or a maximum of 9 members (committees must have an odd number of members).
5. Previous awardees who are nominated again will agree not to serve when they are nominated for an award. Awards committee members may submit award nominations, but must recuse themselves from deliberation for the particular award.
6. The Chair solicits award nominations. The Chair will directly solicit nominations from students, faculty, and staff on March 15 and May 15.
7. All nominations must be received by June 1 for that year's consideration. The Chair will notify all nominees of their nominations, inquiring as to whether they would like the nominations to stand, requesting evaluations (for teaching nominations), and soliciting any additional information nominees would like the committee to consider. Nominees will be evaluated by the committee and the Dean notified of awardees by July 15.
8. Terms of Reference for Awards will be distributed when award solicitations are made.
9. Award presentations will be made at the "Welcome Back" Bar-B-Q organized for September each year.
10. Awardees will be named on an "FHS Outstanding Faculty and Staff" Bulletin Board and will receive a gift honorarium of approximately \$200. Awardees names will be added to the wood plaques displayed in the Dean's Office.
11. Nominations should be addressed to Chair, FHS Awards Committee, Faculty of Health Sciences, SFU, 8888 University Drive, Burnaby, BC V5A 1S6.

### A) Undergraduate Teaching Excellence

1. Awarded once per year to a faculty member nominated by undergraduate students, faculty, or staff. The nominated faculty member must excel in some or all of the following areas:
  - a. Excels in engaging students in discovery of new knowledge in any of the areas of FHS expertise.
  - a. Excels in introducing innovative pedagogical approaches to learning that stimulates student interest and understanding of complex material.
  - b. Excels in encouraging and supporting student learning.
  - c. Excels in organizing and delivering an interesting and challenging syllabus that engages students at appropriate levels.
  - d. Excels in introducing students to “discovery of new knowledge” through exposure to research, community-based assignments, practice-oriented assignments, or other techniques that encourage students to pursue research-based approaches to learning.
  - e. Outstanding exemplification of FHS values related to collegiality, professionalism and interdisciplinary respect.
2. Nominations will be solicited from all undergraduate students registered in FHS classes, FHS faculty and staff by Awards Committee Chair.
3. Nominations must include a letter of nomination that briefly describes why the faculty member is deserving of the award and addresses the criteria listed above. Only one signature is required, however additional signatures from students, faculty or staff will be viewed favorably by the committee. Scanned original signatures will be accepted, but computer-generated signatures without original signatures will not.
4. All Nominees will be notified of their nomination, and asked if they would like their nominations to stand. Nominees will be asked to submit course evaluations from 3 or more courses or for the same course/different years. Nominees may submit additional materials for consideration by the Awards Committee.

#### B) Graduate Teaching/Mentorship Excellence

1. Awarded once per year to a faculty member nominated by graduate students, faculty, or staff. The nominated faculty member must excel in some or all the following areas:
  - a. Excels in engaging students in discovery of new knowledge in any of the areas of FHS expertise.
  - b. Excels in introducing innovative pedagogical approaches to learning that stimulates student interest and understanding of complex material.
  - c. Excels in supervising students and encouraging and supporting student learning and mentorship.
  - d. Excels in supporting research and/or practice-based skill development appropriate to student’s program and interests.
  - e. Excels in supporting students to successfully attract financial support for their program of studies and research.

- f. Excels in supporting students to complete program requirements in a timely fashion consistent with program expectations.
  - g. Outstanding exemplification of FHS values related to collegiality, professionalism and interdisciplinary respect.
2. Nominations will be solicited from all graduate students registered in FHS classes, faculty and staff by the Awards Committee Chair.
3. Nominations must include a letter of nomination that briefly describes why the faculty member is deserving of the award and addresses the criteria listed above. Only one signature is required, however additional signatures from students, faculty or staff will be viewed favorably by the committee. Scanned original signatures will be accepted, but computer-generated signatures without original signatures will not.
4. All Nominees will be notified of their nomination and asked if they would like their nominations to stand. Nominees will be asked to submit course evaluations from 3 or more courses or for the same course/different years. Nominees may submit additional materials for consideration by the Awards Committee.

#### C) Junior Faculty Award for Excellence in Research and Service

1. This award is intended to provide internal recognition for faculty who are able to achieve research excellence without sacrificing service to their colleagues and institution.
2. Awarded once per year to a full-time faculty member in FHS who has not yet been officially awarded tenure or who is in the first five years of a formal non-tenure track university appointment. The nominated faculty member must excel in some or all of the following areas:
  - a. Outstanding progress in research through grants, contracts, publications and other scholarly contributions.
  - b. Outstanding service to FHS and/or SFU through participation in the decision-making processes of the Faculty and University.
  - c. Outstanding service to the community through participation in community organizations, scholarly organizations and/or governmental organizations.
  - d. Outstanding exemplification of FHS values related to collegiality, professionalism and interdisciplinary respect.
3. Nominations will be solicited from all undergraduate students registered in FHS classes, FHS faculty and staff by Awards Committee Chair.
4. Nominations must include a letter of nomination that briefly describes why the faculty member is deserving of the award and addresses the criteria listed above. Only one signature is required, however additional signatures from students, faculty or staff will be viewed favorably by the committee. Scanned original signatures will be accepted, but computer-generated signatures without original signatures will not.
5. All Nominees will be notified of their nomination, and asked if they would like their nominations to stand. They may submit additional materials for consideration by the Awards Committee.

#### D) The Michael Hayes Senior Faculty Award for Excellence in Teaching, Research and Service

1. This award is intended to provide internal recognition for faculty who are able to achieve balanced excellence in all areas of university responsibility.
2. Awarded once per year to a full-time faculty member in FHS who has been officially awarded tenure. Nominees for this award must demonstrate excellence in some or all the following areas:
  - a. Excels in undergraduate and graduate teaching consistent with the expectations of FHS Teaching Awards.
  - b. Outstanding progress in research through grants, contracts, publications and other scholarly contributions.
  - c. Outstanding service to FHS and/or SFU through participation in the decision-making processes of the Faculty and University.
  - d. Outstanding service to the community through participation in community organizations, scholarly organizations and/or governmental organizations.
  - e. Outstanding mentorship of junior colleagues.
  - f. Outstanding contributions to development of interdisciplinary teams and research collaborations within FHS, across SFU and with other institutions and agencies.
  - g. Outstanding exemplification of FHS values related to collegiality, professionalism and interdisciplinary respect.
3. Nominations will be solicited from all students registered in FHS classes, faculty and staff by the Awards Committee Chair.
4. Nominations must include a letter of nomination that briefly describes why the faculty member is deserving of the award and addresses the criteria listed above. Only one signature is required, however additional signatures from students, faculty or staff will be viewed favorably by the committee. Scanned original signatures will be accepted, but computer-generated signatures without original signatures will not.
5. All Nominees will be notified of their nomination, and asked if they would like their nominations to stand. They may submit additional materials for consideration by the Awards Committee.

#### E) Staff Award for Outstanding Service to the Faculty of Health Science and SFU

1. Awarded once per year to a full-time staff member in FHS or a research support staff member with at least two years of full-time employment on an FHS-based project who has made an exemplary contribution to the development, implementation and operation of Faculty policies, programs and infrastructure, educational programs and/or research development in FHS. Nominees for this award must demonstrate excellence in some or all the following areas:
  - a. Innovative contributions to the development of new educational programs, infrastructure and research development.
  - b. Outstanding contribution to management of complex programs.

- c. Outstanding contribution to enhancement of FHS reputation and profile in the wider community through participation in university-wide activities, fundraising for charitable activities, participation in community events, and other extracurricular activities.
  - d. Outstanding exemplification of FHS values related to collegiality, professionalism and interdisciplinary respect.
- 2. Nominations will be solicited from all students registered in FHS classes, faculty and staff by the Awards Committee Chair.
- 3. Nominations must include a letter of nomination that briefly describes why the staff member is deserving of the award and addresses the criteria listed above. Only one signature is required, however additional signatures from students, faculty or staff will be viewed favorably by the committee. Scanned original signatures will be accepted, but computer-generated signatures without original signatures will not.
- 4. All Nominees will be notified of their nomination, and asked if they would like their nominations to stand. They may submit additional materials for consideration by the Awards Committee.