STAFF ACHIEVEMENT AWARDS
CALL FOR NOMINATIONS – 2018

Simon Fraser University presents the Staff Achievement Awards annually to recognize Simon Fraser University staff members who have demonstrated outstanding achievement within the University or their community. The Awards are open to STAFF employees only in any of the following unions/associations: Administrative and Professional (APSA and Excluded), Clerical and Technical (CUPE local 3338), and Trades (Poly Party) who are employed on a full-time or part-time continuing basis and who have made a significant contribution in one of the following Award categories:

- **Athletic/Artistic Achievement Award**: Achieving local, national or international success in any facet of physical or artistic endeavours.

- **Community Contribution Award**: Giving of time and energy to foster goodwill and compassion for others.

- **Innovation Award**: Development and improvement of methods, processes and procedures by demonstrating original thinking in extraordinary and rewarding benefits for the betterment of the Staff and the University.

- **Leadership Award**: Exemplifies significant leadership skills such as the ability to lead and guide Staff, develop Staff talents and successfully manage an efficient and effective unit at the highest level.

- **Lifetime Achievement Award**: Demonstrating years of leadership, devotion and commitment to Simon Fraser University over the course of their employment.

- **Personal Achievement Award**: Overcoming adversity or prevailing over difficult circumstances by demonstrating courage, resilience and determination.

- **Student Service Award**: Enhancing the University’s ability to meet their Employee/Student needs in an efficient and professional manner by going the “extra mile” and anticipating and proactively meeting their expectations.

- **Team Award**: To recognize Staff teams that exemplify collaboration and cooperation; and that demonstrate a significant contribution with results on behalf of their Department and the University. This award must be for a minimum of two Staff members working together.

- **Work Performance Award**: Demonstrating work performance that is consistently above and beyond the call of duty.
Nomination and Selection Procedures

Simon Fraser University Staff, Students, Faculty, Alumni, and members of the general community may nominate candidates for one of the above nine Staff Achievement Award Categories. Nominations must include an application form with name, e-mail, department name and contact phone number of the nominee and the nominator, the specific Award category and supporting information on the nominee/s. For further information on nomination procedures, see the attached Staff Achievement Awards Nomination Application Form and Instructions for Submitting Nominations.

The Awards Selection Committee, appointed by the University, will review the nominations and recommend that an award be given to the outstanding employee(s) for each Award category. The President will send a letter of recognition to the nominator, who in turn will have the option to inform the nominee. Staff Achievement Award recipients will be invited to attend the annual Awards Ceremony for Faculty, Staff and Students of Simon Fraser University.

The Awards Selection Committee, may, at their discretion, transfer a nominee from the category they were originally nominated to another category for which they are more qualified.

The deadline for receiving nominations will be Monday, September 10, 2018.

NEW APPLICATION PROCESS: Please submit your nomination application form and supporting documentation via email (ONLY) to staffnom@sfu.ca

If you have any questions, please call Cookie Purewal, Assistant to the AVP Human Resources, at 778-782-5662.

NOTE: All nominations will remain confidential. It is the choice of the nominator as to whether or not they wish to inform their nominee.
Step 1 - Nominee and Nominator Information
Provide the following information about the person who you are nominating for the award (the “Nominee”), and yourself (the “Nominator”)

Nomination for a 2018 SFU Staff Achievement Award:
If you are nominating a group, please designate one member as the “Lead”, and indicate their contact information below. In addition, list all other group member names in your letter.

(Please check only one of the following categories):
Athletic/Artistic □ Community Contribution □ Innovation □ Leadership □
Lifetime Achievement □ Personal Achievement □ Student Service □
Team □ Work Performance □

Nominee Candidate:
Prefix (Please check one):  Dr. □ Mr. □ Mrs. □ Ms. □
First Name: ____________________________ Last Name: ____________________________
Department: __________________________ Position Title: ____________________________
Email: ______________________________ Contact Phone#: __________________________

Nominator’s Declaration:
The Nominator is the main point of contact for the nomination process
Prefix (Please check one):  Dr. □ Mr. □ Mrs. □ Ms. □
First Name: _________________________ Last Name: ______________________________
Email: ______________________________ Contact Phone#: __________________________

Please indicate your affiliation to the SFU Community:
Faculty □ Staff □ Alumni □ Retiree □ Student □
Department: __________________________ Position Title: ____________________________
Signature: ____________________________ Date: ________________________________
Nomination Supporting Documentation

STEP 2a - Provide a 1 to 3 page outline of how the nominee has demonstrated outstanding achievement in the award category
• It is important to provide as much information as possible about what the nominee has done that demonstrates the criteria for the award category selected.
• The use of relevant examples is encouraged.
• Add additional pages if necessary, up to 3 pages maximum for [2a] and [2b] combined.

STEP 2b - Provide additional information about how the nominee is exceptional
• The use of relevant examples is encouraged.
• Add additional pages if necessary, up to 3 pages maximum for [2a] and [2b] combined.

STEP 3 - Attach at least one but no more than three letters of support
• These letters of support (two pages maximum each) should be written by parties other than the nominator. They may be provided by colleagues, faculty members, students, and individuals in the community.
• It is the responsibility of the nominator to collect these letters of support and submit them with the nomination package.
• Let the people know writing the letters of support which award category the individual is nominated, and the criteria for that category. It is helpful if the letters of support focus on how the nominee meets the criteria.

STEP 4 – The deadline to submit your nomination is:
Monday, September 10, 2018 at 4:30 pm
• via email ONLY to staffnom@sfu.ca

Please note only emailed applications will be accepted.

INSTRUCTIONS FOR SUBMITTING NOMINATIONS:
In the Subject Line of your email please indicate the following information in this order:
2018 Staff Achievement Award Nomination, Award Category, Name of Nominee

➢ Please attach your Nomination Application Form and supporting documentation as 1 attachment - do not send separate attachments for each document. (The completed package should be a maximum of 10 pages, which includes the application form)

➢ Please note that once you submit your nomination, your submission is closed - NO additional documentation will be accepted.

If you have any questions, please call Cookie Purewal, Assistant to the Associate VP, Human Resources, at 778-782-5662.

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