

Policy No. & Title: C301: PRESIDENT'S DISTINGUISHED ACHIEVEMENT AWARDS*Effective:* 2020-10-05*Next Review:* 2025-10-05*Policy Sponsor:* President*Approvals:* 2012-12 18/SLC email vote; 2018-09-04; 2020-10-05

1. PURPOSE

The annual President's Distinguished Achievement Awards recognize the success of College employees in the areas of teaching, programming and leadership. The purpose of this policy is to establish a framework for nomination and selection of Award recipients and conferral of the Awards.

2. POLICY

2.1. The President's Distinguished Achievement Awards are aligned where possible with the Colleges and Institutes Canada awards.

2.2. The following Awards may be presented annually:

- President's Distinguished Teacher Award
- President's Distinguished Part-time Teacher Award
- President's Distinguished Staff Award
- President's Distinguished Part-time Staff Award
- President's Distinguished Administrator Award
- President's Distinguished Program Award
- President's Distinguished Team Award

2.3. The Executive Director, Human Resources develops and maintains Award nomination and selection procedures as are necessary to implement this policy. For ease of access, such procedures are posted on the student and employee portals.

3. REFERENCES

[TOR12: President's Distinguished Achievement Awards Selection Committee](#)

4. ADDENDA

Standard 1: AWARD CRITERIA

Procedure A: NOMINATION, SELECTION AND PRESENTATION

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Policy No. & Title: C301: PRESIDENT'S DISTINGUISHED ACHIEVEMENT AWARDS

Addendum: **Standard 1: AWARD CRITERIA**

Issued by: President

Effective: 2020-10-05

1. PURPOSE

The purpose of this document is to elaborate the selection criteria for President's Distinguished Achievement Award recipients.

2. SELECTION CRITERIA

Award nominators and by the President's Distinguished Achievement Awards Selection Committee apply the following criteria when selecting Award recipients.

- 2.1. **Teacher Award** - The nominee is a current full-time Professor whose teaching and associated work exhibits excellence and innovation, such as:
- 2.1.1. Commitment: The nominee has shown a consistent commitment to student success and to developing methodologies, materials, and processes that have contributed to student success.
 - 2.1.2. Leadership in Teaching: The nominee has provided a leadership role model for teaching colleagues and students.
 - 2.1.3. Impact: The nominee's work has had a recognized and substantial impact on students (employment, success rate), colleagues (through professional development and example) and the institution (reputation in the subject area).
 - 2.1.4. Sustainability: The nominee's commitment has been broadly evident over their career to date.
 - 2.1.5. Adaptability: The nominee exhibits the ability to adapt teaching styles or methodologies or materials to fit student needs and available resources.
 - 2.1.6. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.
 - 2.1.7. Leadership: The nominee exhibits integrity and the ability to inspire, motivate, and build trust.
- 2.2. **Part-Time Teacher Award** – The nominee is a current non-full-time teacher whose teaching and associated work over a significant period of time has consistently made an outstanding contribution to our students, including:
- 2.2.1. Student rapport: May include respect, empathy, positive attitude, fairness, humour, encouragement, helpfulness and availability.

- 2.2.2. Teaching ability: May include expertise in course material, innovative practices, presentation skills, communication skills and preparation.
 - 2.2.3. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.
 - 2.2.4. Leadership: The nominee exhibits integrity and the ability to inspire, motivate, and build trust.
- 2.3. **Staff Award** – The nominee is a current full-time Staff employee whose work has made exceptional contributions within the College and the community such as:
- 2.3.1. Institutional Impact: Evidence that the nominee has had a significant, positive and verifiable impact on the College and the greater community at large.
 - 2.3.2. Team Work: Evidence that the nominee has involved others in activities and provided a motivational influence.
 - 2.3.3. Performance and Contribution: Demonstrated exemplary performance of duties and contribution overall to Fanshawe through involvement on committees, volunteer work, etc. The College, students and community at large have benefited from their participation, contributions and involvement in activities, both internally and externally.
 - 2.3.4. Creativity: Evidence of creativity in meeting challenges within available resources.
 - 2.3.5. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.
 - 2.3.6. Leadership: The nominee exhibits integrity and the ability to inspire, motivate, and build trust.
- 2.4. **Administrator Award** – The nominee is a current full-time Administrative employee whose work has made exceptional contributions within the College and the community such as:
- 2.4.1. Institutional Impact: Evidence that the nominee has had a significant, positive and verifiable impact on the College and the greater community at large.
 - 2.4.2. Team Work: Evidence that the nominee has involved others in activities and provided a motivational influence.
 - 2.4.3. Performance and Contribution: Demonstrated exemplary performance of duties and contribution overall to Fanshawe through involvement on committees, volunteer work, etc. The College, students and community at large have benefited from their participation, contributions and involvement in activities, both internally and externally.
 - 2.4.4. Creativity: Evidence of creativity in meeting challenges within available resources.
 - 2.4.5. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.
 - 2.4.6. Leadership: The nominee exhibits integrity and the ability to inspire, motivate, and build trust.

- 2.5. **Part-time Staff Award** – The nominee is a current non-full-time Staff employee whose work has, over a significant period of time, made an exceptional contribution within the College such as:
- 2.5.1. Institutional Impact: Evidence that the nominee has had a significant, positive and verifiable impact on the College and the greater community at large.
 - 2.5.2. Team Work: Evidence that the nominee has involved others in activities and provided a motivational influence.
 - 2.5.3. Performance and Contribution: Demonstrated exemplary performance of duties and contribution overall to Fanshawe through involvement on committees, volunteer work, etc. The College, students and community at large have benefited from their participation, contributions and involvement in activities, both internally and externally.
 - 2.5.4. Creativity: Evidence of creativity in meeting challenges within available resources.
 - 2.5.5. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.
 - 2.5.6. Leadership: The nominee exhibits integrity and the ability to inspire, motivate, and build trust.
- 2.6. **Program Award** – The nominee group includes employees associated with a program or program cluster who, as a team, have enabled outstanding program achievements, such as:
- 2.6.1. Innovation: Evidence of innovation in the creation of a new program in response to a learning need not adequately met. Programs nominated for this Award are not commonly available in this format across the college/institute system.
 - 2.6.2. Portability: Ease of transfer of program content or delivery mode to other institutions.
 - 2.6.3. Sustainability: The program is meeting a long term and substantial need.
 - 2.6.4. Effectiveness: Evidence that the program has been effective with learners and has reached or surpassed its objectives.
 - 2.6.5. Participation: Evidence that the program involves at least two institutional constituents (faculty, students, support staff, administration, Board members and community) and one external industry or community partner.
 - 2.6.6. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.
- 2.7. **Team Award** - The nominee group includes two to ten employees who, working as a team, have demonstrated exemplary achievement, such as:
- 2.7.1. Innovative idea(s): Evidence of innovation in the creation, implementation, and completion of a particular body of work or specific project.
 - 2.7.2. Measurable impact of achievement and effectiveness: Evidence that this team has been effective and its results demonstrate a high level of achievement.

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- 2.7.3. Cost savings or measurable efficiency or achievement under difficult circumstances or deadline: Evidence the team has had an impact on improving efficiencies or has achieved results under challenging circumstances.
- 2.7.4. Innovation: Support an expanding number of high-value, experiential and interdisciplinary learning activities providing benefits to students and our communities, either directly or indirectly.

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Addendum: **Procedure A: NOMINATION, SELECTION AND PRESENTATION**

Issued by: President

Effective: 2020-10-05

1. PURPOSE

The purpose of this document is to elaborate procedures for the nomination of Award candidates, the selection of Award recipients, and the presentation of such Awards.

2. NOMINATION

Any employee is eligible for nomination as a candidate for a President's Distinguished Achievement Award. Any student or employee is eligible to nominate an employee or group of employees for an Award using the procedure below. The President issues a call for nominations each January. A student or employee nominates an employee or group of employees for an Award by submitting to the Office of the President a nomination form (available on the student and employee portals) along with supporting information. The nominator provides a copy of the nomination form and supporting information to the nominee(s).

3. SELECTION

The President's Distinguished Achievement Awards Selection Committee, following *TOR12: President's Distinguished Achievement Awards Selection Committee*, selects Award recipients from among nominations received. The Committee gives due regard to the criteria and stipulations established for the award as detailed in Standard A of this policy.

The Selection Committee reviews nominations received by March 31st and makes its selection. The President announces awards at the President's Annual Staff Breakfast.

4. PRESENTATION AND PRIZES

Presentation of awards normally occurs at the annual President's Breakfast. Awards and associated prizes are:

4.1. **Teacher, Part-Time Teacher, Staff, Part-time Staff and Administrator:**

An award may be presented annually to one recipient in each of these seven categories. Recipients receive a crystal award and have the opportunity to direct a \$500.00 College contribution to an existing College student award or bursary.

4.2. **Program Award:**

One award may be presented annually. The program team receives a crystal award and has the opportunity to decide how to invest a \$2,500.00 College contribution to enhance the program(s).

4.3. Team Award:

One award may be presented annually. The team receives a crystal award and has the opportunity to decide how to invest a \$2,500.00 College contribution to benefit College students or customers.

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