



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: AWARDS OF EXCELLENCE

<b>Procedure No.</b>	HR-406-PR-1	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	HR-406	<b>Effective Date</b>	November 23, 2022

## PROCEDURES

### 1.0 Awards of Excellence

College of the North Atlantic's Awards of Excellence recognize and promote excellence within our institution. The awards showcase the extraordinary contribution of employees to the College and the communities it serves, and highlights the role the College plays in the social, cultural and economic development of Newfoundland and Labrador, the country and the world.

The College is not only an institution of learning, it is an institution of learners. In honouring excellence, the College invites others to take pride in the achievements of their peers and learn from the many outstanding contributions to post-secondary education found within the College.

Awards of Excellence will be awarded annually in the areas of:

- Leadership Excellence
- Support Staff Excellence
- Faculty Excellence

### 2.0 General Nomination Criteria

2.1 All full-time College employees that have been employed with the College for a minimum of 12 months are eligible for consideration.

2.2 All employees considered for nomination should exemplify the College's core values:

- Excellence - We foster a culture of superior performance and service.
  - Diversity - We include all individuals.
  - Integrity - We fulfill our responsibilities with impartiality and freedom from bias.
  - Respect - We treat individuals with dignity and consideration.
  - Transparency - We communicate in an open and truthful manner.
- 2.3 The nomination may pertain to the duties of the employee as described in the employee's position description or may pertain to extra-curricular, College-related duties.
- 2.4 The nomination may pertain to a sustained contribution that demonstrates such general qualities as:
- innovation;
  - enhancement of the College function, community understanding, or representation;
  - appreciation of the College;
  - significant contribution to the College reputation; and
  - the enrichment of College life or effectiveness.
- 2.5 An employee being nominated will have demonstrated innovative and effective skills and initiatives in carrying out their responsibilities while having remained current in the area in which they perform their role.

### **3.0 Nomination Procedure**

- 3.1 Nominations will be accepted on a year-round basis from all sectors of the College community including students and staff. Nominations may also be initiated by the President.
- 3.2 Nominations must be signed by the nominee to indicate their willingness to stand for nomination.
- 3.3 Nominations must be submitted to the Associate Vice President of Human Resources using the Recognition Request form by March 31 of the subsequent year.

### **4.0 Awards Committee**

- 4.1 The Awards Committee consists of the President and the Associate Vice President of Human Resources as permanent members. The committee will also consist of one member of the following areas: management, faculty and support staff. Each committee member will serve on the committee for a two year term.

- 4.2 Committee members will be selected through an expression of interest process initiated by the Associate Vice President of Human Resources. Up to two alternates will be selected for each committee member from the relevant expression of interest candidate pools in case a committee member is unable to participate in the selection processes due to scheduling issues, conflicts of interest, etc.

## 5.0 Awards

- 5.1 The Awards Committee will select the employees to receive an Award of Excellence. Employees selected for an Award of Excellence will receive an award presented annually at the Service Recognition Ceremony hosted at each campus.

## 6.0 Expanded Nomination Criteria

### 6.1 Leadership Excellence Criteria

College of the North Atlantic plays a leadership role in the communities it serves. While it is a college-wide effort that accomplishes this, inevitably, one person may make an outstanding contribution each year. This award is for those leaders.

Nomination criteria include:

- Innovation
- Impact
- Community Involvement
- Team Work
- Enthusiasm
- Committed Leadership

Three letters of support should come from colleagues and/or students.

### 6.2 Support Staff Excellence Criteria

Staff are full partners in the learning process and all institutional activities which facilitate that process. To perform their role to the fullest, staff require models of excellence. This award honours an individual staff member who has made an exceptional contribution within the institution and within the communities it serves. The nominee must be a current staff member who plays a non-managerial and non-teaching role within the institution.

Specific criteria include:

- Innovation
- Impact

- Team Work
- Enthusiasm
- Performance and Contribution

Three letters of support should come from colleagues and/or students.

### **6.3 Faculty Excellence Criteria**

This Award honours a faculty member who has exhibited consistent excellence in teaching and has had a significant impact on the personal and academic growth of students. The nominee must be a current faculty member who exhibits both excellence and innovation.

Specific criteria are:

- Innovation
- Commitment
- Leadership in Teaching
- Impact
- Enthusiasm
- Adaptability

Three letters of support should come from colleagues and/or students.

## **7.0 Supernumerary Awards**

- 7.1 In addition to the annual awards established under this policy, an award(s) may be presented to an employee (or group of employees) for an event, occurrence or accomplishment that may arise in any given academic year and be deserving of recognition as determined by the President and Executive.

Goal	To acknowledge the contribution of employees to the College, the Community and Public Service Sector. Human Resources will select nominated employees on an annual basis.
Application Process:	Nominations submitted to the Associate Vice President of Human Resources using the Recognition Request Form by March 31 of the subsequent year.
Event Frequency:	The award will be presented annually at the Service Recognition Ceremony hosted at each campus.
Approval Process:	The Awards Committee will select the employees to receive an Award of Excellence.
Communication Plan:	TBD

Approval History	
Approved by President	December 14, 2020
Revision 1	April 19, 2021
Revision 2	November 23, 2022