



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: AWARDS OF EXCELLENCE

Procedure No.	HR-406-PR-1	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	HR-406	Effective Date	March 27, 2025

PROCEDURES

1.0 Awards of Excellence

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

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

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

- Leadership
- Support Staff
- Faculty
- Group/Team

2.0 General Nomination Criteria

2.1 All current, active CNA employees, as of March 31 of the nomination year, are eligible for nomination.

2.2 All employees considered for nomination should exemplify the following criteria:

- **Innovation:** The implementation of new ideas, processes, technologies, or procedures that enhance the efficiency, effectiveness, quality of operations at CNA, or increase student success. These changes can be substantial or small and incremental, such as introducing a new method for team collaboration, streamlining a workflow, or adopting a new software tool. The key is that these changes lead to better outcomes, and continuous improvement within CNA.
- **Impact:** The positive influence and contributions an employee makes to students and/or fellow employees within CNA. This includes inspiring and guiding students and colleagues, fostering a cooperative learning and/or work environment, consistently delivering high-quality work, helping colleagues and/or students grow and develop their skills, effectively addressing challenges, clearly sharing ideas and information, and contributing to a positive work and classroom culture.
- **Teamwork/Collaboration:** Employees working together towards a common goal, leveraging diverse skills and perspectives. Enhancing the learning and/or work environment through teamwork involves effective communication, active listening, problem-solving, support and encouragement, flexibility, and conflict resolution. These qualities lead to better outcomes and a more harmonious environment, while laying the foundation for greater student inclusivity and success.
- **Enthusiasm:** An employee's positive and energetic attitude towards their job and how it impacts the learning and/or work environment. Enthusiastic employees can inspire colleagues and students, improve morale, enhance collaboration, and drive innovation, creating a dynamic and thriving environment.
- **Commitment:** An employee's dedication and loyalty to prioritizing CNA's goals, maintaining a strong sense of responsibility, and showing unwavering support for CNA's mission. Commitment also greatly impacts classroom and student outcomes; often encouraging and supporting student success by placing student needs above oneself.
- **Performance/Contribution:** The effectiveness and efficiency with which an employee completes their tasks and achieves goals. It encompasses the positive impact and value an employee adds to CNA through their efforts and actions. At CNA, exhibiting these qualities means consistently delivering high-quality work, meeting or exceeding expectations, improving student success, and/or actively participating in initiatives that drive CNA's mission.
- **Adaptability:** An employee's ability to adjust to new conditions, challenges, and changes in the learning and/or work environment. At

CNA, exhibiting adaptability means effectively handling unexpected situations, embracing new ideas and processes, and quickly learning and applying new skills, which helps CNA navigate change smoothly, maintain productivity, and create an engaging learning environment.

- CNA 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, CNA-related duties.

3.0 Nomination Procedure

3.1 Nominations will be accepted on a year-round basis from all sectors of the CNA community including students and staff. Nominations may also be initiated by the President.

3.2 The nominee must be aware of the nomination and this should be confirmed on the Awards of Excellence Nomination form.

3.3 Each submission package must include an Awards of Excellence Nomination form and **three** letters of support. Supporters may provide joint letters of support if there are more than three supporters. The nominator may also be a supporter.

3.3 Nominations must be submitted to the Associate Vice President of Human Resources using the Awards of Excellence Nomination form by April 25 of the following year.

4.0 Awards Committee

4.1 The Awards Committee consists of the President or designate and the Associate Vice President of Human Resources as permanent members. The committee will also consist of two members of the following employee groups: management, faculty, and support staff/non-union/non-management. Each committee member will serve on the committee for a two-year term as a primary member and a two-year term as an alternate

member for a total of four years to assist with Awards of Excellence succession planning.

- 4.2 Committee members will be selected through an expression of interest process initiated by the Associate Vice President of Human Resources. One alternate will be selected for each employee group from the relevant expression of interest candidate pools in case a committee member is unable to participate in the selection process 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. All employees nominated but not selected will receive a certificate of recognition.

6.0 Expanded Nomination Criteria

6.1 Leadership Excellence Criteria

CNA 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
- Teamwork/Collaboration
- Enthusiasm
- Commitment
- Performance/Contribution
- Adaptability
- CNA Core Values

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

6.2 Support Staff Excellence Criteria (includes Non-Union/Non-Management)

Support staff are full partners in the learning process and all institutional activities which facilitate that process. To perform their role to the fullest, support staff require models of excellence. This award honours an

individual support staff member who has made an exceptional contribution within the institution and within the communities it serves. The nominee must be a current support staff member who plays a non-managerial and non-teaching role within the institution.

Nomination criteria include:

- Innovation
- Impact
- Teamwork/Collaboration
- Enthusiasm
- Commitment
- Performance/Contribution
- Adaptability
- CNA Core Values

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

6.3 Faculty Excellence Criteria (includes Non-Instructional Faculty)

This award honours a faculty member who has exhibited consistent excellence in teaching and learning and has had a significant impact on the personal and academic growth of students.

Nomination criteria include:

- Innovation
- Impact
- Commitment
- Teamwork/Collaboration
- Enthusiasm
- Performance/Contribution
- Adaptability
- CNA Core Values

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

6.4 Group/Team Excellence Criteria

An award(s) may be presented to a group/team of employees for an event, occurrence, or accomplishment that may arise in any given academic year and be deserving of recognition.

Nomination criteria include:

- Innovation
- Impact
- Commitment
- Teamwork/Collaboration
- Enthusiasm
- Performance/Contribution
- Adaptability
- CNA Core Values

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

Approval History	
Approved by President	December 14, 2020
Revision 1	April 19, 2021
Revision 2	March 11, 2024
Revision 3	March 27, 2025