

# NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## College Practices

Revised: April 5, 2010  
Approved: May 2, 2005  
Responsibility: Executive Team

**PRACTICE NUMBER:** NC600-03

**PRACTICE TITLE:** Awards of Excellence

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### **A. Background and Definitions**

#### **B. Purpose**

Niagara College believes it is important to honour excellence and acknowledge employees who support college goals and enrich college life. These individuals exemplify outstanding characteristics in the areas of personal qualities, work performance and customer service. Excellence influences a learning environment that promotes the development of human potential.

### **C. Practice Statements**

1. Annual awards for excellence are granted to an employee from each sector: faculty, support staff and administrative staff. All full-time and permanent part-time staff are eligible to be nominated. Permanent employment is defined as continuous service from January 1<sup>st</sup> to December 31<sup>st</sup> of the year immediately preceding the nomination.

### **Selection Process**

2. The Award of Excellence selection committee consists of the following:
  - a) the recipients of awards from the previous two years from each staff category,
  - b) a representative from the President's Office (Chair), and
  - c) a Human Resources representative.
3. The delegates from the President's Office and Human Resources will be ex-officio members only and will support the selection process.
4. Members of the committee may not be a nominee, nominator or seconder for any of the awards.

### **Final Selection**

5. The selection committee will forward their recommendations for each employee group to the President for final determination.

### **Nomination Procedures**

6. Any full-time or permanent part-time employee of Niagara College may nominate or second a candidate for one or more of the award categories: faculty, support and administration. Nominators and seconders do not have to be part of the same employee category as the nominee.

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7. Nominations will be sent to the President’s Office by the deadline established by the Chair of the Committee. The Chair may extend the deadline or grant an extension at his/her discretion, ensuring that principals of fairness and equity are respected. Each nomination must be seconded by three other employees and accompanied by a narrative (maximum three pages) and a list of the candidate’s achievements and contributions in chronological order (maximum two pages). Self-nominations will not be accepted.
8. The two runners-up from previous year may be considered for the current year. The Chair will advise the nominator that their nominee is being considered.
9. Nominations will be evaluated against the following criteria:

<b>Characteristics</b>	<b>Examples</b>
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Personal Qualities

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## **Timeframes**

11. The following timeframes are set for the Awards of Excellence:

<b>Month</b>	<b>Item</b>
March	Call for nominations – distribution of nomination package.
April/May	Deadline for submissions.
May/June	Evaluation of nominations and recommendations to President by Committee.
June	Decision by President on award recipients.
August	Award winners announced at Niagara Day.

## **D. Related Documents and Links**

Nil