

## Faculty Staff Award

- Purpose:** To recognize and honour outstanding contributions
- Award:** \$1,000 cash award for individual winner or \$1,000 per team  
Paper certificate and name on plaque outside Dean's Office
- Presentation:** Winter Social
- Eligibility:** Up to two individual winners/teams  
All PEA and CUPE staff employed for at least three years full or part-time  
Previous winners not eligible
- Procedure:** A nomination letter describing the nominee's contributions and attributes, for example:
- resourcefulness and commitment to high standards;
  - responsibilities to students, faculty, and/or staff;
  - dedication and high level of integrity;
  - dedication and inspiration to faculty and staff
- Committee:**
- Staff representative from each department
  - Staff representative from the Engineering Undergraduate Office or the Dean's Office
  - Dean/Associate Dean as committee chair (non-voting)
- Schedule:** Nominations – October/November  
Committee meet – November  
Decision – end of November  
Presentation – December (Winter Social)