



Faculty Service Excellence Award

2023-24 Nomination Information

Nomination Deadline: **Friday, December 1, 2023**







Submit completed nomination package electronically to
UFVSecretariat@ufv.ca.

Faculty Service Excellence Award

2023-24 Nomination Information

In accordance with the Board policy, Academic Excellence Award (BRP-235.03), this annual award recognizes individual faculty for academic excellence in service, which is implicit in the mission statement for UFV.

ELIGIBLE UFV NOMINATORS



-  B Type faculty, including lab instructors, after probation period
-  Sessional faculty with equivalent of two years of teaching (accumulation of 14 sections)
-  Staff*
-  Students enrolled in at least one UFV course
-  Alumni
-  University officers*

Nominations may not be made by (or letters of support provided by) any member of the Faculty Service Excellence Award selection committee. No one may solicit a nomination on his or her own behalf.

*For definitions, refer to the Senate Bylaws, p. 10.

ELIGIBLE NOMINEES

Eligible nominees must **currently** hold one of the following positions:

-  B Type faculty, including lab instructors, after probation period.
-  Sessional faculty with equivalent of two years of teaching (accumulation of 14 sections).

Note the following:

- Winners cannot be nominated for five years following receipt of the award.
- No one may solicit a nomination on his or her own behalf.
- Nominees who are unsuccessful in their first year of nomination will be considered as candidates for the Faculty Service Excellence Award for a second year. Nominators will be invited to:
 - Let the nomination stand and provide relevant updates to meet required documentation; or,
 - withdraw the nomination upon the nominee's request.

If nominators are not available, nominees will be contacted to determine if they would like to have their nomination stand for another year. Nominees who are unsuccessful in both first and second years of nomination will need to be re-nominated to be considered.

AWARD RECOGNITION

The award recipient will receive the award during an appropriate university event designated for award recipients. The award includes:

- The recipient's name and year of award on a plaque, displayed at the university;
- a framed certificate;

- \$2,500 to be used at the discretion of the award recipient (contact the University Secretary to discuss options).

NOMINATION PACKAGE

It is the role of the nominator to complete the nomination form, gather supporting documents, and confidentially submit a complete electronic .pdf copy of the nomination package, with a table of contents, to the Secretariat office at UFVSecretariat@ufv.ca.

The nomination package must consist of all of the following:

1. A letter of nomination outlining how the nominee meets the criteria for the Faculty Service Excellence award (maximum 1,000 words) which details the nominee's service over the previous 5 years, emphasizing service which goes above and beyond the basic service requirements expected of employees, and providing evidence of the ways in which the nominee's service demonstrates excellence in meeting the criteria as set out for the Faculty Service Excellence Award.
2. A nominator form, signed by the nominator, indicating their eligibility type.
3. Exactly five letters of support that provide specific information supporting the criteria of the Faculty Service Excellence Award (500 words maximum):
 - At least two letters from individuals within UFV, which could include admin, faculty, staff, or students, who have significant knowledge of the individual's service; and,
 - At least two letters from external partners who have direct, significant knowledge of the individual's service.
 - A letter provided by a student or groups of students.
 - A letter of support cannot come from the nominator.
4. A current curriculum vitae of the nominee, clearly outlining all areas of service.
5. A consent form signed by the nominee, agreeing to be nominated.
6. Documents that provide evidence of service, such as newsletters, media clippings, awards or honours for service, website references, annual reports, links to committee reports, etc.

CRITERIA FOR THE SELECTION OF AWARD RECIPIENT

Candidates will be evaluated on the following criteria. These are baseline expectations which the award recipient must meet.

The Faculty Service Excellence Award recognizes and celebrates faculty excellence in service, while at UFV. As outlined in the recommendations on University-wide principles for the establishment of criteria for faculty standards, service includes productive contributions in meeting the needs of one's department, faculty, and institution, and academic and regional communities. Faculty members may serve the university, their departments or programs, and their disciplines in a variety of ways, guided by the overall aim of directing, organizing, and/or enhancing the life and work of the university, their field of study and practice, and/or the communities of the Fraser Valley.

- **Collaboration across boundaries**
- **Contribution to UFV's mandate**
- **Impact**

The following are descriptive attributes of the main criteria:

1. Collaboration Across Boundaries

- Community engagement and partnerships
- Initiatives bring multiple partners / stakeholders together from across UFV and/or local/global communities, with a focus on Indigenization, Internationalization, and principles of equity, diversity, and inclusion
- Evidence of an inclusive approach to collaboration, including cooperation, mutual respect, mutual benefit, clear communication, and teamwork

2. Contributes to Mission of Engaging Learners, Transforming Lives, and Building Community

- Service models positive civic engagement and responsibility
- Service provides opportunities for individual and/or collective transformation
- Service creates opportunities for student engagement in service

3. Impact

- Service positively affects UFV and its stakeholders in a variety of ways, such as improved reputation, individual transformation, establishment of further initiatives or partnerships, and increased opportunities for student service
- Emphasis is on long-term impact

ADMINISTRATION OF THE AWARD

The UFV Faculty Service Excellence Award selection committee is a subcommittee of the Faculty Standards Committee of Senate, and is responsible for receiving nominations, and recommending a recipient for the award. The recommendation is approved by the Senate Awards and Honours Committee, who makes the final recommendation to Senate.

PROCEDURE TIMELINES

Nomination information and procedures are available on the [Faculty Service Excellence Award web page](#). The nomination package must be submitted electronically to the Faculty Service Excellence Award selection committee by **December 1, 2023**, to UFVSecretariat@ufv.ca, following the format requirements outlined in the [Nomination Package](#) section.