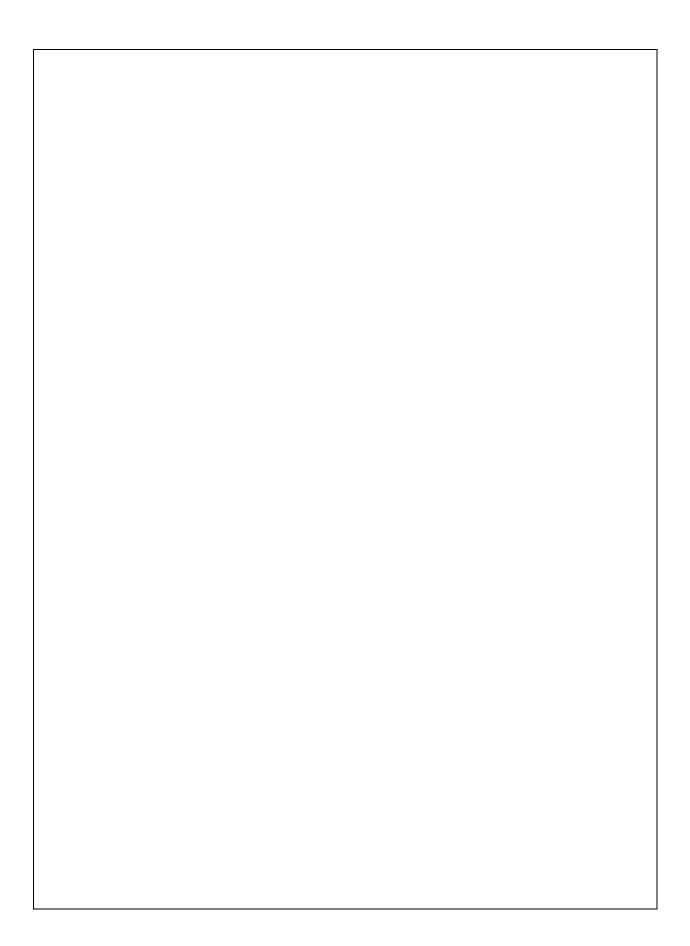
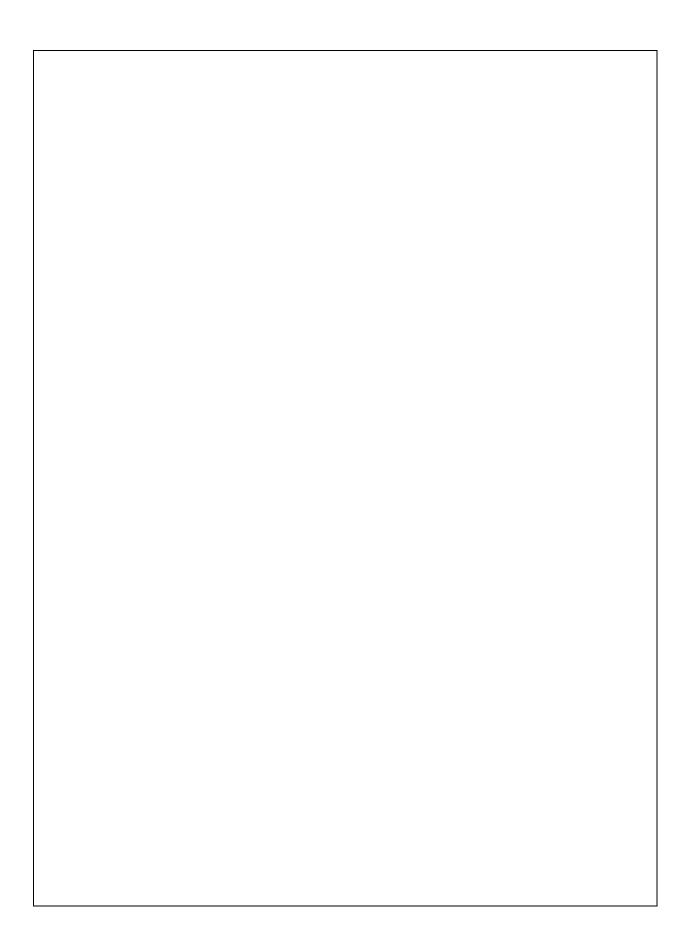


## Faculty Service Excellence Award - Nominator Form

This form is to be completed by the nominator. Include this form, the completed *Nominee* form, and all attachments in a single PDF, with a Table of Contents, and submit to <a href="mailto:ufvsecretariat@ufv.ca">ufvsecretariat@ufv.ca</a>.

NOMINATOR INFORMATION				
Your name:				
Email address:				
Your eligibility type:	☐ Alumni ☐ Student ☐ Staff	Session	B Faculty onal Faculty ersity Officer	
SEND THE NOMINEE FORM				
Send the Nominee form to your nominee and have them return the completed form and their attachments to you. Attachments are listed in the Nominee form. Below is a checklist:  Nominee's curriculum vitae.  Documents that provide evidence of services, such as newsletters, media clippings, awards or honors for service, website references, annual reports, links to committee reports, etc.				
CONSENT OF NOMINATOR				
It is the role of the nominator to complete the nomination forms, 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. I understand that by signing this form, I agree to treat as confidential all nominee information and contents of the nomination package.				
Signature:			Date:	
SUBMIT YOUR LETTER	OF NOMINATION	,		
Copy and paste your letter of nomination below, outlining how the nominee meets the criteria for the Faculty Service Excellence award (maximum 1,000 words). Your letter should detail 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. <i>Please include your word count</i> .				





COLLECT LETTERS OF SUPPORT		
Collect exactly five letters of support that provide specific information supporting the criteria of the Faculty Service Excellence Award (500 words maximum). A letter of support cannot come from the nominator.		
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;		
At least two letters from external partners who have direct, significant knowledge of the individual's service;		
A letter provided by a student or group of students.		
DESCRIBE ADDITIONAL EVIDENCE PROVIDED		
Briefly describe the documents provided for evidence of service (whether newsletters, media clippings, awards and honors for service, website references, annual reports, links to committee reports, etc.). Include how each supports the specific evaluation criteria. If you need additional space, please re-use this section of the form.		

# Type of evidence:  Description:	
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Compile and submit the final nomination package, in a PDF with a Table of Contents, to <a href="https://www.ufv.ca">UFVsecretariat@ufv.ca</a>. Include this form, the Nominee form, and all supporting documents.

## **COLLECTION NOTICE**

Your personal information is collected under the authority of section 26(c) & 26(e) of the Freedom of Information and Protection of Privacy Act (FIPPA). Senate will use this information for the sole purpose of submitting for the faculty excellence awards. If you have any questions about the collection or use of this information, please contact Al Wiseman, University Secretary, 33844 King Rd, Abbotsford, BC, V2S 7M8 at 604-557-4020 or <a href="mailto:al.wiseman@ufv.ca">al.wiseman@ufv.ca</a>.