

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 ufvsecretariat@ufv.ca.

NOMINATOR INFORMATION		
Your name:		
Email address:		
Your eligibility type:	<input type="checkbox"/> Alumni <input type="checkbox"/> Student <input type="checkbox"/> Staff	<input type="checkbox"/> Type B Faculty <input type="checkbox"/> Sessional Faculty <input type="checkbox"/> University Officer
SEND THE NOMINEE THE NOMINEE FORM		
<p>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:</p> <p><input type="checkbox"/> Nominee's curriculum vitae.</p> <p><input type="checkbox"/> 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.</p>		
CONSENT OF NOMINATOR		
<p><i>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.</i></p>		
Signature:		Date:
SUBMIT YOUR LETTER OF NOMINATION		
<p>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></p>		

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.
<input type="checkbox"/> 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; <input type="checkbox"/> At least two letters from external partners who have direct, significant knowledge of the individual's service; <input type="checkbox"/> 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 NOMINATION PACKAGE	
<p>Compile and submit the final nomination package, in a PDF with a Table of Contents, to UFVsecretariat@ufv.ca. Include this form, the Nominee form, and all supporting documents.</p>	
COLLECTION NOTICE	
<p>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 al.wiseman@ufv.ca.</p>	