APPENDIX E RECOGNITION AWARDS

Faculty

A. Each year there will be a series of awards to recognize excellence in each of the three main areas: teaching, SRC and service. There will be separate awards in each of these three categories. The University retains the right to administer existing University teaching awards and to create new faculty award initiatives which are separate and apart from the recognition awards governed by this Appendix, so long as these awards are administered through a fair and transparent process. Any new initiatives must follow the spirit of the process described herein.

B. The awards will be administered and awarded in each Faculty separately.

C. The minimum amount of money allocated to recognition awards in each of the Faculties will be not less than a pro-rata share, based on full-time-equivalent active Faculty Association employees, of $76,000 per academic year.

D. Individual awards will be for $2,000. Successful recognition award winners will receive their awards as one-time-only payments which will not be added to their base salaries. Award winners shall be notified by December 22.

E. There will be one Faculty Award Committee (FAC) for each Faculty. In Faculties with five or more Departments/Schools, the committee will normally consist of five members elected by and from the members of the Faculty. There may be no more than one member from each Department/School on the FAC. In a Faculty with fewer than five Departments/Schools, the committee will normally consist of five members, including at least one from each Department/School. A small Faculty may, however, choose to reduce the size of the committee to include one member from each Department/School.

F. The FAC will adjudicate all the awards within the Faculty for the current year. Members of the award selection committee are not eligible to receive awards. The committee will recommend a list of award winners to the Dean who makes the approval decisions. If the Dean decides not to accept a committee recommendation, they will ask the committee for another recommendation.

G. All faculty members within a given Faculty are eligible to apply and be nominated for the SRC, Teaching, and Service Awards. Award recipients cannot receive any of the foregoing awards for two years following receipt of any award. Chair/Directors are not eligible for the service award. Research chairs are not eligible for the SRC award.

H. Award recipients must achieve an acceptable standard performance across all of their responsibilities, as appropriate.

I. A notification of application for these awards will be sent by email to each faculty member not later than September 30. The deadline for submission of applications and nominations shall be November 8. Submissions shall include an application or nomination form, an up-to-date CV in a University recognized format, a maximum 500 word statement and the appropriate section(s) of the previous year's Faculty Annual Report.

J. A list of all recognition award recipients, together with a brief description of the accomplishments which warranted the award will be communicated to all Faculty Association members.

Librarians

K. Each year there will be a series of awards to recognize excellence in Librarian professional activities, SRC and/or service, to the unit, University and/or to the broader community.

L. The minimum amount of money allocated to recognition awards for Librarians shall be $4,000 per academic year.

M. All Librarians are eligible to apply or be nominated for a recognition award. Award recipients cannot receive an award for two years following receipt of an award.

N. Individual awards will be for $2,000. Successful recognition award winners will receive their awards as one-time-only payments which will not be added to their base salaries. Award winners shall be notified by December 22.

O. The Librarian selection committee shall be comprised of three Librarians. If a member of the selection committee is nominated or applies for the award being considered they should either withdraw the nomination/application or step down from the committee and be replaced.

P. The Dean of Libraries will send notification of application for these awards by email to each Librarian not later than September 30. The deadline for submission shall be November 8. Submissions shall include an application or nomination form, an up to date CV, a maximum 500 word statement and the previous year's annual report.

Q. A list of all recognition award recipients, together with a brief description of the accomplishments which warranted the award will be communicated to all Faculty Association members.

Professional Counsellors

R. Each year there will be a series of awards to recognize excellence in Professional Counsellor professional activities and/or service, to the unit, University and/or to the broader community.

S. The minimum amount of money allocated to recognition awards for Professional Counsellors shall be $2,000 per academic year.

T. All Professional Counsellors are eligible to apply or be nominated for a recognition award. Award recipients cannot receive an award for two years following receipt of an award.

U. Individual awards will be for $2,000. Successful recognition award winners will receive their awards as one-time-only payments which will not be added to their base salaries. Award winners shall be notified by December 22.

V. The selection committee shall be comprised of three Professional Counsellor members. If a member of the selection committee is nominated or applies for the award being considered they should either withdraw the nomination/application or step down from the committee and be replaced.

W. The Vice-Provost, Students will send notification of application for these awards by email to each Professional Counsellor not later than September 30. The deadline for submission shall be November 8. Submissions shall include an application or nomination form, an up to date CV, a maximum 500 word statement and the previous year’s annual report.

X. A list of all recognition award recipients, together with a brief description of the accomplishments which warranted the award will be communicated to all Faculty Association members.