October 8, 2014

FROM: Wanda Fast, Associate Director, Total Rewards
Chair, Human Resources Distinguished Staff Service Awards Selection Committee

TO: All Faculty and Staff

RE: CALL FOR NOMINATIONS – HUMAN RESOURCES DISTINGUISHED STAFF SERVICE AWARD FOR LEADERSHIP

The purpose of these awards is to recognize a permanent staff member who has a consistently proven record of leading and working collaboratively, engaging faculty and staff, furthering the development of a respectful work and learning environment and culture, and building strong relationships and partnerships that enable the University to implement its strategic plan and related initiatives effectively.

Up to one Human Resources Distinguished Service Award for Leadership will be awarded in any given year when merited. The recipient will receive a Certificate of Recognition and a cash award of five hundred dollars ($500). This award is announced and presented at the President’s Annual Holiday Celebration in December.

Eligibility:
• Staff members should be active on-going employees with at least 10 years of service at the University.
• All permanent employees with benefits entitlement are eligible.

Criteria Guidelines:
The award recipient will have demonstrated a majority of the following characteristics*:
• Champions a people-focused engagement approach and truly cares for others
• Devotes him or herself to serving the needs of the members of the University
• Listens and builds a sense of community through compassionate, collegial and mutually respectful relationships
• Builds consensus within groups through his/her powers of persuasion and credibility
• Embodies trust in all her/his actions
• Focuses on meeting the needs of those that he/she leads
• Promotes an environment of teamwork and collaborative decision making
• Develops employees to bring out the best in them and facilitates personal growth in all those who work with her/him
• Facilitates success by ‘leading from behind’, without seeking reward or recognition
• Wears her/his sense of humor as a valued facet of his/her character

*The above list of characteristics is based upon the concepts of Servant Leadership as developed by Robert K. Greenleaf, 1970.

Administration of the Award:
• Application Forms and Endorsement Forms are available from the Office of Human Resources or at http://brocku.ca/hr-ehs/compensation
• Nominations must include a completed application form from the nominating person along with three additional endorsement forms of support.
• Any member of the Brock Community may submit or support a nomination. (Nominators/Referees should nominate or support only one person in any given year).
Selection Committee:

- The committee is comprised of six (6) members and is made up of at least one (1) OSSTF member, one (1) CUPE 1295 member, one (1) BUFA member, one (1) Senior Administrative Council (SAC) member and one (1) member of the Administrative/Professional staff group. The Associate Vice-President, Human Resources or his/her designate shall Chair the committee and act as Secretary. These members also act as the President’s Distinguished Staff Service Award Selection Committee.

- After the nomination deadline in November, the committee will meet to review applications for the award and make recommendations to the President based on the criteria established and referred to in the nomination form. The Chair of the committee will also solicit feedback on behalf of the committee from the staff member’s immediate supervisor and division head.

Please forward Nomination and Endorsement Forms to Human Resources by 4:30 p.m. on Friday November 7, 2014 in a sealed envelope marked “CONFIDENTIAL - HUMAN RESOURCES DISTINGUISHED STAFF SERVICE AWARD FOR LEADERSHIP NOMINATIONS”. If you have any questions please contact me at Ext. 4898 or wfast@brocku.ca