



**DALHOUSIE
UNIVERSITY**

FACULTY OF AGRICULTURE

Faculty of Agriculture STAFF AWARD FOR EXCELLENCE IN SERVICE Terms of Reference

The **Staff Award for Excellence in Service**, presented by the Dalhousie Faculty of Agriculture, will recognize staff members who have made an exceptional contribution to supporting the Faculty of Agriculture. The Faculty recognizes that there are many individuals who contribute to creating a supportive and welcoming campus that provides excellence in student learning and research. The purpose of this award is to:

- Recognize the value and impact of staff contributions to our campus community
- Acknowledge publicly individuals whose work has contributed to the Faculty's success
- Recognize the efforts of those who enhance our community on a daily basis through excellence in service

Criteria for the Award:

Nominations should include evidence of qualities and practices that distinguish the nominee as providing excellent service to the campus community over time. Excellence in service could include the following:

- Consistently and substantially exceeding the expectations of the position, performing at a level above and beyond normal job requirements and expectations
- Making important and significant contributions in their area
- Contributing and demonstrating commitment to the Faculty's mission and strategic priorities
- Consistently and substantially demonstrating an ability and willingness to work positively, respectfully, and effectively with others
- Significantly increasing student satisfaction in their area
- Demonstrating ability and willingness to manage changes in work priorities, procedures, and organization
- Demonstrating exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community
- Significantly improving a service or system, or significantly increasing the efficiency of an operation or department/unit

Eligibility:

Any staff member who works on the Agricultural Campus is eligible to be nominated for this award. Faculty members (professors and instructors) are not eligible. The award is typically given to an individual who has demonstrated excellence over a number of years.

Nominators:

Members of the Faculty of Agriculture community (staff, faculty, students, and alumni) may nominate. All members of the Agricultural Campus community may contribute letters of support. The nomination

package should typically include support from the nominee's supervisor.

Process:

1. Nomination forms are available from the Academic Coordination Committee (ACC) Chair (Assistant Dean, Students & Academic Administration).
2. Nomination forms should be accompanied by supporting letters from the nominator and at least two other members of the Agricultural Campus community (faculty, staff, students or alumni) who support the nomination. These letters of support should outline how the nominee has supported and contributed to the Faculty of Agriculture. Nominations are submitted to Dr. Keltie Jones, Assistant Dean, Students & Academic Administration, PO Box 550 Truro B2N 5E3, or keltie.jones@dal.ca.
3. The deadline for receipt of complete nominations is **March 15**.
4. The ACC will review the applications and determine which candidate to recommend for the award.
5. The ACC will recommend to the Dean the name of the successful nominee. The Dean will inform the successful candidate and will prepare the citation for the award recipient.
6. The award will normally be presented at a specially designated institutional function at the end of the Winter semester. (Timelines will be adjusted accordingly each year of the award.)