

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Terms of Reference: Employee (Staff) Recognition Awards Committee	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> March 19, 2021 Operations Executive
	<i>Responsible Unit:</i> Director of HR	<i>Amendments:</i>

Preamble

There are three staff recognition awards presented annually by the Faculty of Health:

- **Excellence in Leadership Award** - This award recognizes excellence in leadership involving people, events, programs, projects and/or teams.
- **Healthy Impact Award** – This award recognizes an inventive, collaborative team of employees who have developed and applied new approaches and solutions that have had a positive impact on the Faculty of Health and Dalhousie University as a whole.
- **Making a Healthy Difference Award** - This award recognizes individuals who have had an outstanding, positive impact on others.

One Committee takes responsibility for all three awards.

COMMITTEE TERMS OF REFERENCE

Committee Membership

- The Faculty of Health Staff Recognition Awards Committee will consist of:
 1. Director of HR (non-voting), Chair (ongoing)
 2. 2 Staff (full-time permanent or term employees - 12 months or more) and two alternates (2 years)
 3. One faculty member and one alternate (1 year)
 4. Each Committee member from the Faculty of Health will normally be from a different School/College/Unit.
- The Committee composition will be diverse.

Call for Committee Nominations

- The Director of HR, via established communication channels will issue a call for member nominations.
- The Director of HR will solicit self-nominations for committee membership and where there are more nominations than vacancies in each group, diversity and then seniority will be a consideration.
- If an insufficient number of nominations are received, the HR Director will contact staff and faculty members directly to determine their interest in serving.
- Senate policy on Conflict of Interest must be followed and current award nominees cannot be members of the committee.

Call for Staff Recognition Award Nominations

- Call for nominations will be sent in the month of January each year with a February 1 submission deadline.
- The Dean's Office, via established communication channels such as listservs and any other available means, will issue a call for nominations. No letters of nomination will be accepted after the deadline.
- All members of the Faculty of Health community can nominate a candidate.
- Self-nominations are not accepted.

Award Recognition

- Each award consists of a plaque that is displayed in the Dean's Office and a similar plaque is presented to the award recipients. The recipients will normally be acknowledged at a Full Faculty meeting or another Faculty event and will be featured in our social media and other internal communication channels.

Committee Duties and Responsibilities:

- Each year the Committee invites nominations for the Staff Recognition Awards.
- The Committee selects a preferred nominee in each award category based on the award criteria and the documentation provided in the nomination package.
- The Committee is also responsible for regularly assessing the Staff Recognition Awards criteria and when necessary, making recommendations to the Faculty of Health Operations Executive.
- All committee members are to be present for deliberations.
- The preferred nominee for each award is selected by consensus.
- If consensus cannot be reached, the Chair will invite alternates to participate in the adjudication and majority will prevail.