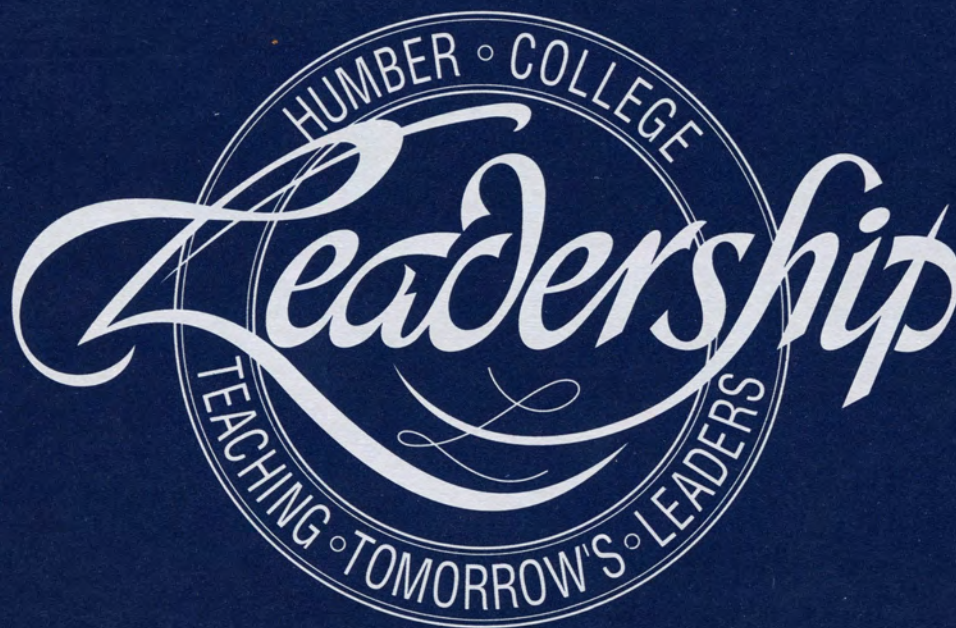


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H U M B E R C O L L E G E



STAFF  
RECOGNITION  
AND  
AWARDS  
PROGRAM

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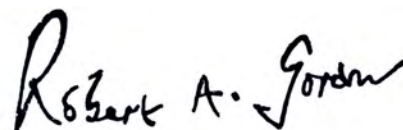
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**HUMBER'S STAFF RECOGNITION  
AND AWARDS PROGRAM:  
A CELEBRATION OF LEADERSHIP  
AND EXCELLENCE**

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*Central to Humber's institutional values of excellence, innovation, and a humanistic philosophy which prizes the worth of every individual, Humber recognizes the vital importance of its staff who create the educational environment for the students.*

*Humber's Recognition and Awards program annually seeks to recognize those staff who, through peer recommendation, lead the way in establishing and maintaining the climate of excellence which Humber proudly upholds.*



*Robert A. Gordon  
President*

## *Distinguished Faculty Award*

## *Support Staff Distinguished Service Award*

### **ELIGIBILITY:**

- All full-time faculty members at Humber College are eligible for this award.  
(Individuals/Groups may receive this award once only).

### **CRITERIA:**

This award is designed to honour full-time faculty who have made a significant contribution to their division, campus or to the College. Those nominated will have demonstrated professionalism that has contributed to the overall goals of the division, campus and/or to the mission of the College. Some examples of activities/projects that faculty may have participated in, include:

- Committee work
- Community involvement
- Professional organizations
- New projects that support the goals of the College
- Programs to assist students in adjusting to the College.

### **NOMINATION:**

- Individuals are nominated by at least two of their peers; and nomination forms must be accompanied by a brief rationale stating why the individual/group has been nominated.

### **PROCESS:**

- Nominations are called for in January and nomination forms must be completed and forwarded to Academic Council Representatives by mid-March.
- A committee of Council members, one representing each division, reviews nominations and selects recipients.

### **PRESENTATION:**

Award winners receive:

- A plaque for distinguished service.
- Name inscribed on the Honour Roll which is prominently displayed within the institution.

Announcement of award recipients is made at the Annual President's Breakfast in September.

### **ELIGIBILITY:**

- Completion of at least four years full-time service at the College.  
(individuals may receive this award once only)

### **CRITERIA:**

- Initiative and enthusiasm
- Human relations skills
- Professional skills
- Extra-curricular activities - educational/College- related
- Overall contribution to the College during the year

### **NOMINATION:**

- Individuals are nominated by at least two members of the Humber College community, and nomination forms must be accompanied by a brief rationale stating why the individual has been nominated.

### **PROCESS:**

- Nominations are called for in January and nomination forms must be completed and forwarded to the President's Office by mid-March.
- Nominations are reviewed and winners selected by the Support Staff Distinguished Service Awards Committee.

### **PRESENTATION:**

Award winners receive:

- A Distinguished Service Certificate signed by the President and Chair of the Board of Governors.
- A cheque for \$250.00 to be applied toward a holiday weekend; the weekend to commence at 12:00 noon on any Friday.
- Name inscribed on Honour Roll which is prominently displayed within the institution.

Announcement of award recipients is made at the Annual President's Breakfast in September.

*Administrative Distinguished Service Award  
(For Hay Group Personnel)*

*Administrator's Excellence Award  
(For Hay Group Personnel)*

**ELIGIBILITY:**

- Completion of at least four years full-time service at the College  
(Individuals may receive this award once only)

**CRITERIA:**

Administrative staff nominated for this award will have demonstrated dedicated performance, loyalty and commitment (to Humber College), which extends well beyond the normal requirements of the job. Specifically,

- Dedication to job-related functions
- Loyalty and commitment to Humber College
- Complementary service functions within the Humber College community
- Credibility with peers

**NOMINATION:**

- Individuals are nominated by at least two members of the Humber College community, and nomination forms must be accompanied by a brief rationale stating why the individual has been nominated.

**PROCESS:**

- Nominations are called for in January and nomination forms must be completed and forwarded to the President's Office by mid-March
- Selection for the award is made by the President

**PRESENTATION:**

Award winner receives:

- A plaque recognizing distinguished service
- Name inscribed on the Honour Roll which is prominently displayed within the institution

Announcement of award recipient is made at the Annual President's Breakfast in September.

**ELIGIBILITY:**

- Completion of at least four years full-time service at the College  
(Individuals may receive this award once only)

**CRITERIA:**

Administrative staff nominated for this award will have exhibited high levels of performance in accordance with the College values and mission statement. Specifically,

- Excellence in performance
- Innovation
- Risk-taking
- Professional development for self and others
- Caring for people, both staff and students

**NOMINATION:**

- Individuals are nominated by at least two of their peers within the Hay Group, and nomination forms must be accompanied by a brief rationale stating why the individual has been nominated.

**PROCESS:**

- Nominations are called for in January and nomination forms must be completed and forwarded to the President's Office by mid-March
- Selection for the award is made by the President

**PRESENTATION:**

Award winner receives:

- A plaque recognizing administrative excellence
- Name inscribed on the Honour Roll which is prominently displayed within the institution

Announcement of award recipient is made at the Annual President's Breakfast in September.

## Innovator of the Year Awards

### ELIGIBILITY:

- ❑ The purpose of the Innovator of the Year awards is to recognize College employees who have designed and implemented a significant innovation that positively impacts the education of students at the College.
- ❑ Employees from all employee groups (faculty, including part-time; administrators; and support) are eligible for nomination.

### CRITERIA:

The major criterion for nomination is that the innovation has:

- ❑ Positive impact on students' educational process

Additional criteria to be used for judging the merit of an innovation and its impact on students' education are:

- ❑ **Creativity:** The selected program will be as original as possible or be a unique adaptation of an existing program, process or concept.
- ❑ **Effectiveness:** There is evidence that the innovation leads to a better process for accomplishing a task(s).
- ❑ **Replication:** The significant components of the innovation selected can be replicated in other institutions with a minimum of difficulty. The description of the program will include any conditions necessary for replication.
- ❑ **Timeliness:** The innovation will not be more than five years old in the institution, but it must have been in existence long enough to have been tested.
- ❑ **Value Addition:** There is evidence that the innovation adds value to or improves the students' education.
- ❑ **Currency:** There is evidence that the innovation is current in content and adaptive to technological application as appropriate.

### NOMINATION:

- ❑ Individuals require nomination by two members of the College community and nomination forms are accompanied by:
  - (i) A two hundred word description of the innovation
  - (ii) Rationale for nominating this program
  - (iii) Objective/purpose of the innovation
  - (iv) Impact of the innovation
  - (v) The role/contribution of the innovation to Humber and other community colleges
  - (vi) Endorsement by divisional dean/manager

### PROCESS:

- ❑ Nominations are called for in early December and nomination forms must be completed and returned to the Office of Professional Development in January.
- ❑ Selection for the awards is made by a College Committee sponsored by the Academic Council and chaired by Professional Development.

### PRESENTATION:

Humber College will recognize and honour the Innovators of the Year in the following ways:

#### College Innovators of the Year (up to 4 awards):

- ❑ Certificates of Recognition, presented at the Annual Innovative Practices Showcase
- ❑ Profiles of Innovator and the Innovation in major College publications
- ❑ Opportunity to present a workshop profiling the Innovation at the Annual Innovative Practices Showcase

Humber College is the only Canadian College invited to membership in the League for Innovation in the Community College, a non-profit educational consortium of resourceful community colleges organized to stimulate experimentation and innovation in all areas of community college development.

As a member college, Humber recognizes

#### Humber College's League Innovator of the Year (1 award):

As above plus:

- ❑ Name on College "League Innovator of the Year" plaque which is prominently displayed within the institution
- ❑ All expenses paid to attend the Annual League for Innovation's National Conference for the current year
- ❑ League for Innovation plaque and recognition in the League publication "Innovator"

*(Please note: Where applicable, Innovators will be recommended for inclusion in the Association of Canadian Community Colleges' Award Program.)*

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### NOMINATIONS FOR TEACHING AWARD

sponsored by the Association of Canadian Community Colleges

As a member college, Humber supports the ACCC Teaching Award by endorsing nominations from the college faculty. This award is designed to recognize teaching practices being developed in the Canadian college system and to collect documentation on these practices so that they can be shared with other faculty across Canada. The teaching practice must have been developed by one or more faculty members of an ACCC member institution and although it need not have commenced in the current year, it will have been active during the twelve months previous to the presentation of that year's awards.

The ACCC award criteria and nomination process is annually identified in the College Communique or can be obtained through the office of Professional Development.

*Women's Distinguished Service Award  
(Sponsored by the Women's Educational  
Council)*

*Student Life Appreciation  
Award*

**ELIGIBILITY:**

- All full-time College employees are eligible for this award (individuals may receive this award once only)

**CRITERIA:**

Individuals nominated for this award will have demonstrated significant and measurable contributions to the goals, values and mission of the Women's Education Council. e.g.:

- Exhibited dedicated support of quality and/or innovative programming for the training and development of women at Humber College.
- Served as a role model for monitoring, advising, encouraging and networking in connection with women and women's issues.
- Involved in activities to enhance the work environment for women.

**NOMINATION:**

- Individuals are nominated by at least two members of the Humber College community, and nomination forms must be accompanied by a brief rationale stating why the individual has been nominated.

**PROCESS:**

- Nominations are called for in January and nomination forms must be completed and forwarded to the President's Office by mid-March.
- Nominations are reviewed and winners selected by the Women's Education Council.

**PRESENTATION:**

Award winners receive:

- A plaque for distinguished service.
- Name inscribed on Honour Roll which is prominently displayed within the institution.

Announcement of award recipients is made at the Annual President's Breakfast in September.

**ELIGIBILITY:**

- Any member of the college community (faculty, student and/or staff) is eligible and may nominate any person whose contribution meets the stated criteria.

**PURPOSE & CRITERIA:**

- The intent of the award is to recognize those who have contributed above and beyond their roles as students, staff, and/or faculty to enhance student life at Humber. The award acknowledges outstanding contributions toward vitalizing, enriching, supporting, and advancing student life at Humber College by providing leadership in any of the following areas:
  - Social/cultural events
  - Athletic achievement
  - Class activities
  - Teaching excellence
  - Special events/fund raising
- Outstanding accomplishments characterized by:
  - Leadership
  - Service
  - Dedication
  - Time commitment
- If the nominee is paid for his/her involvement in Humber, his or her contributions must be above and beyond this paid role.

**NOMINATION:**

- Individuals are nominated by any member of the college community (faculty, student and/or staff) and nomination forms must be accompanied by a letter of nomination to be read at the annual Student Life Appreciation banquet.

**PRESENTATION:**

- Recipients of the Student Life Appreciation Award are recognized at a banquet given in their honour. As well, they receive an individual plaque of recognition and their names are inscribed on a college plaque which is prominently displayed within the institution.



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(416) 675-3111

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