

PRESIDENT'S AWARDS FOR EXEMPLARY EMPLOYEES

The President's Awards for Exemplary Employees at Memorial University of Newfoundland are presented each year to recognize employee(s) who make transformational impacts with significant contributions to the university community. The awards are open to all non-academic employees of Memorial University and employees of Memorial Separately Incorporated Entities.

The President's Awards for Exemplary Employees Selection Committee will look for clear evidence that employee(s) have created a transformational impact within the Memorial community. There must be a strong indication that they have contributed to furthering the university's vision and aspirational cultures, over and above the nominee's normal employment responsibilities. Specifically, the awards will be based on demonstrated achievement and continued commitment to fostering Memorial's strategic cultures, in excess of the level of performance required for their position. The Exemplary Employees Awards Program includes three categories:

1. **Team Memorial Award** – awarded to a team (for example unit, group, committee or department) that demonstrates extraordinary collaboration, interdisciplinary approaches and creative means to engage across locations and/or clearly demonstrates a commitment to working across units and locations to collaboratively align towards Memorial's vision and goals. One award is granted in this category.
2. **Champion of Innovation** – awarded to a team and/or individual demonstrating extraordinary commitment to novel approaches, invigorating practices and sustainable operations, and experimenting with bold endeavors. As we recognize that innovative practices require risk and, at times, failure and continuous learning, this award is granted based upon the commitment to innovation and not to the success of the endeavor or program. Up to two awards (one team, one individual), may be granted in this category.
3. **Champion of Service** - awarded to individuals who demonstrate an extraordinary commitment to: listening and being responsive to students, the Memorial community, alumni, employers, business and/or community partners; fostering an environment where others thrive; advancing Memorial's reputation; and developing relationships based upon attentive listening, openness, transparency and trust. Up to three awards may be granted in this category and may consider early career through to sustained excellence over a career.

Awards

A maximum of six awards will be presented annually to recipients recommended to the President by the Selection Committee. The number of awards presented in any given year will be at the discretion of the Selection Committee.

An award of \$1,000 gross may be presented as a cheque to the award recipients or as a scholarship contribution, a hosted team event (for team awards), or a professional development contribution.

Nomination Procedure

A President's Award for Exemplary Employees nomination should be submitted by email to:

vpadmin@mun.ca no later than **Oct. 3, 2023**.

Each nomination must be supported and signed by at least two nominators. Nominations may come from alumni, faculty, staff, students and other members of the Memorial community. The supervisor of the individual/team being nominated must be included as either a nominator or signatory on a letter of support.

The nomination file should consist of:

- A completed nomination form (see below form);
- Three letters as follows:
 - One letter (not to exceed 750 words) must be from one of the nominators. This letter should identify the specific award that the individual/team is being nominated for and detail how the efforts of the individual/team are applicable to the award.
 - Two letters of support (please note, these letters are also not to exceed 750 words each). Letters of support can be written by the remaining nominator(s) or other individuals who can speak to the candidacy of the individual/team for the award. As outlined above, the supervisor of the individual/team being nominated must be included as either a nominator or signatory on a letter of support. Letters of support can have numerous signatures.

The President's Award for Exemplary Employees Committee will only be provided with copies of the nomination form and the three letters. The Committee reserves the right to consider the nominations for the other award categories as appropriate.

**PRESIDENT'S AWARDS FOR EXEMPLARY EMPLOYEES
NOMINATION FORM**

NAME OF NOMINEE: _____

NAME OF AWARD BEING NOMNATED FOR: _____

DEPARTMENT: _____

POSITION/TITLE: _____

PHONE NUMBER: _____

NOMINATOR/CONTACT PERSON: _____

DEPARTMENT: _____

POSITION/TITLE: _____

PHONE NUMBER: _____

NOMINATOR: _____

DEPARTMENT: _____

POSITION/TITLE: _____

PHONE NUMBER: _____

DECLARATION:

If this submission is successful in receiving an award, I am willing to allow the nominee the opportunity to receive the full nomination submission. Please underline your choice (yes or no) below.

Yes

No

Signature: _____

Contact Person: _____

Date: _____

Access to Information and Protection of Privacy

The information gathered on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). The information is used for administrative purposes of the university, including maintaining records. This form may be used as a permanent record and stored electronically for future reference. Questions regarding the collection or use of this personal information should be directed to the Department of Human Resources, Arts and Administration Building, Memorial University of Newfoundland.