

PRESIDENT'S AWARDS FOR OUTSTANDING SERVICE

Policy Number (if applicable):

Approved by: President and Vice-Chancellor

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Position Responsible for Developing and Maintaining the Policy: Assistant Vice-President, Human Resources Services

Contact Department: Human Resources Services

I. PURPOSE

The purpose of these awards is to provide an annual recognition for employees or groups of employees who have made an outstanding contribution beyond that normally expected for their positions to the mission of the University through:

- the provision of exceptional service to staff, faculty, students, alumni, donors or visitors;
- the identification of measures which contribute to the efficiency and effectiveness of University operations;
- contributions to the community or the University which enhance the reputation of McMaster.

II. THE AWARDS

A maximum of ten (10) awards in the amount of \$1,500, gross, and a plaque naming the recipient and the contribution for which they are receiving the award. In addition, each year, the recipients will have their names added to a permanent Roll of Honour which will be maintained in a prominent area.

In each year, a maximum of two of the ten awards will be made to a group of employees, and for such group awards, the size of the award will be determined as part of the review procedure but in any case will not total less than \$2,500, to be shared equally amongst the group. In addition each group member will receive a certificate of Award.

III. ELIGIBILITY

The awards are open to all full-time or part-time employees from operations, research and ancillary departments or units of McMaster University who are employed on a continuing basis or for a term or contract of one or more year's duration. Employees at TMG Band 0 or higher are not eligible for the awards. Nominators of the awards must be a third party - i.e. there are no self-nominations allowed, in either the individual or team categories.

IV. PROCEDURES

- 1) The President will appoint a committee from among those ineligible for the award, and will be drawn from amongst the categories alumni, students, faculty and ineligible employees. The committee shall have no less than 3, and no more than 7 members. The Chair of the committee will be the Assistant Vice-President, Human Resources and the Secretariat to the committee will be Human Resources. A quorum for a committee meeting shall be 3 members in attendance in addition to the Chair.
- 2) The period of the award is a calendar year. In the months following the end of the calendar year there will be a call for nominations through the 'all-use' distribution list and publicity in the Daily News.
- 3) Nominations
 - Nominations must be submitted on-line at: www.workingatmcmaster.ca/presidentsawards/ no later than the deadline set out in the call for nominations – typically in March following the applicable year.
 - The nominator must indicate whether the nomination is for an individual or a team, and must submit information in a question-based format. The nominator should make every attempt to enter data into each entry field. The total length of the nomination should not exceed 750 words. A few graphics or pictures – not of the nominee – to illustrate the contribution are allowable in the attachment.
 - Nominators must also submit a recent work history outlining the individual or team nominee's achievements at McMaster.
 - Hard copy nominations will not be accepted. The online nomination process must be used. In addition, All media in support of the nomination must be provided in digital form (e.g., video, audio, photographs, etc.).
 - Each nomination must be supported by a minimum of 2, and not more than 4 references who must submit their references. References should strive to limit their submission to 250 words.
 - Position and contact information for the nominator and all references must be clearly indicated and must reference the name of the individual or group being nominated.
 - The nominators are **encouraged to have their package peer-reviewed** in advance of submission, in order to ensure the best possible case is built for each nominee.
- 4) The Advisory Committee and the Evaluation Process

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- 4a) The Committee will review the nominations. Among the factors considered by the Committee will be:
 - enhancement of the reputation of McMaster University
 - provision of excellent service
 - demonstrated innovation
 - breadth and depth of impact
 - the ability to establish and maintain effective and harmonious working relationships
 - strength of support references will also be factored into the evaluation process
- 4b) The Committee will develop a short list consisting of no more than 20 nominees whose contributions were, in the committee's view, the most significant.
- 4c) When evaluating the nominations, the committee will allow for practical weighting of the criteria in circumstances where they cannot be easily demonstrated.
- 4d) Special Achievement Award - In addition to award winners, a provision has been made for a "Special Achievement Award" to recognize an individual or team who was not selected as an Award recipient, but whose exemplary contribution to McMaster deserves to be recognized. There is no cash value attached to this award. Recommendations for this special recognition are provided by the Advisory Committee and are awarded at the sole discretion of the President.
- 5) The Committee will meet with the President to review the nominees and identify the award winners.

V. AWARDS AND CEREMONY

The employees/groups selected to receive the awards will be invited to attend a special reception and will be presented with their awards at that time. Pictures of the individual recipients and a brief summary of the rationale for their award will be published.

Each eligible employee who was nominated for an award will receive a letter of commendation from the President.

For further information about this policy, contact presidentsaward@mcmaster.ca or ext 24556.