

Complete Procedure Title: President's Awards for Outstanding Service Procedures	Procedure Number: N/A
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Responsible Executive: Chief Human Resources Officer	Enquiries: Human Resources Services
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Purpose

These Procedures support the Policy on the President's Awards for Outstanding Service.

Procedures

1. The President will appoint an Advisory Committee from among those ineligible for individual awards, to be drawn from amongst the categories alumni, students, faculty and other ineligible employees.
 - a) The Committee shall have no less than 3, and no more than 7 members.
 - b) A quorum for a committee meeting shall be 3 members in attendance in addition to the Chair.
 - c) The Chair of the Committee will be a senior member of the Human Resources Services team.
 - d) The Secretary to the Committee will be the Human Resources Program Coordinator.
 - e) Committee members will declare any conflicts of interest in advance of the selection process.
2. The period of the award program is a calendar year. In the months following the end of the calendar year there will be a call for nominations through email distribution lists and publicity in the Daily News.
 - a) A two-stage process will be used – a deadline for intention to nominate, and deadline for submission of nomination materials.
3. Nominations
 - a) Nomination materials must be submitted no later than the deadline set out in the call for nominations.
 - b) The nominator must indicate whether the nomination is for an individual, team or lifetime achievement award, and must submit the required information requested in the nomination package. The nominator should make every attempt to enter data into each

entry field. The total length of the nomination should not exceed the maximum indicated in the nomination package. A few graphics or pictures – not of the nominee – to illustrate the contribution are allowable in the attachment.

- c) Nominators must also submit a recent work history outlining the individual or team nominee's achievements at McMaster.
 - d) Hard copy nominations will not be accepted. The process outlined in the program description must be followed. In addition, all media in support of the nomination must be provided in digital form (e.g., video, audio, photographs, etc.).
 - e) Each nomination must be supported by references to be included in the nomination materials submitted by the nominator. The number of references required varies between award types. The requirements are outlined in the nomination package.
 - f) 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.
 - g) 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 Evaluation Process for **Lifetime Achievement** Nominations
- a) **Lifetime Achievement Award** nominees must review the completed nomination package for accuracy prior to submission by the nominator. The Advisory Committee will confirm this step has been completed once the package is received.
 - b) The Committee will review the nominations. Nominees will exemplify outstanding performance and accomplishment, and will be considered a role model for others in addition to meeting the following criteria:
 - i. the nominee demonstrates exceptional and inspirational leadership.
 - ii. the nominee has made remarkable achievements which have had a broader impact and contributed to McMaster's reputation.
 - iii. the nominee has demonstrated commitment to service within the local, national or international community.
 - iv. the nominee consistently demonstrates outstanding dedication in furthering McMaster's reputation and advancing the mission of the University.
 - v. the nominee has been an active and collaborative member of the McMaster community.
 - vi. the nominee has championed at least one initiative which has made a significant and lasting impact on or within the University.
5. The Advisory Committee and the Evaluation Process for **Individual and Team Nominations**
- a) The Committee will review the nominations. Some of the factors considered by the Committee will include:
 - i. enhancement of the reputation of McMaster University - a direct or indirect contribution to the community or the University which impacts the reputation of McMaster.
 - ii. provision of excellent service - the effort directed to produce or accomplish a product which provides an outstanding quality or superior merit.
 - iii. demonstrated innovation - the introduction of new ideas or methods or making changes to established practices.
 - iv. breadth and depth of impact - the extent and quality of the influence on the University.

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- v. the enhancement of student success - the provision of opportunities for students to discover, learn and grow.
 - vi. the ability to establish and maintain effective and harmonious working relationships - contributing to a feeling of mutual connection that exists between two parties.
 - vii. demonstrated volunteerism within the University community - volunteering one's time for charitable, educational, or other worthwhile activities, within McMaster University.
 - viii. evident acceptance of diversity and inclusivity at McMaster - efforts which ensure individuality of community members are encouraged or celebrated.
 - ix. strength and diversity of supporting references will also be factored into the evaluation process - the quality of the information contained within reference materials along with the ability to provide varied references (faculty, staff, student, management, colleague, external agencies, etc.).
- b) 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.
 - c) When evaluating the nominations, the committee will allow for practical weighting of the criteria in circumstances where they cannot be easily demonstrated.
6. The Committee will meet with the President to review all award nominations and identify the award recipients.

Further Information

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

Related Links

- [Policy on President's Awards for Outstanding Service](#)
- [McMaster Human Resources web link](#)