

## Deadline for Nominations - December 9, 2022

The Employee Recognition Awards program has been designed to recognize and celebrate the outstanding contributions of employees to the achievement of the mission and vision of the University. The awards reinforce the importance of service, innovation, teamwork, leadership, engagement, wellness and community involvement, and include the following **redesigned** award categories:

Impact Award -  
Community  
Engagement

Impact Award -  
Innovation

Impact Award -  
Sustainability

Inclusive  
Excellence Award

Leadership  
Award

Service  
Excellence Award  
- All Service  
Interactions

Service Excellence  
Award - Student  
Services

Wellness  
Champion  
Award

### Who can be nominated?

All UWindsor employees (full-time/part-time, permanent/temporary, student employees) can be nominated for any of the awards. Nominees must be active employees within the nominating year.

### Who can nominate?

University of Windsor students, faculty and staff can nominate eligible employees.

Employees cannot self-nominate. When nominating a team, the nominator cannot be included in the list of team members being nominated.

### How to nominate?

The nomination process consists of a web-based nomination form completed by the nominator, and two (2) web-based Nomination Support Forms submitted by individuals who support the nomination (please note that the nominator cannot submit the support form).

### Are you interested in nominating an individual or a team?

Visit [www.uwindsor.ca/employeerecognitionawards](http://www.uwindsor.ca/employeerecognitionawards) to access the online nomination forms. Please refer to page 5 for further information to help you prepare the nomination.

**Being recognized and recognizing others builds a supportive and positive workplace and contributes to making the University of Windsor the best place to work and learn.**

## IMPACT AWARD - COMMUNITY ENGAGEMENT

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The Impact Award recognizes individuals and groups whose contributions result in meaningful positive impact within the University and/or the broader Windsor-Essex Community.

Nominees must meet some of the criteria outlined below:

- The nominee has demonstrated a commitment to equity, diversity, inclusion, and decolonization.
- Their contributions go above and beyond the responsibilities and expectations of their jobs
- Creates and maintains opportunities for collaboration and engagement within the UWindsor community or the surrounding Windsor-Essex Community that have had a positive social, civic, economic and or cultural impact.
- Seeks to reinforce the value of giving back and getting involved (on their own or on behalf of the University)
- Brings the community and the University together to enhance impact.

## IMPACT AWARD - INNOVATION

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The Impact Award recognizes individuals and groups whose contributions result in meaningful positive impact within the University and/or the broader Windsor-Essex Community.

Nominees must meet some of the criteria outlined below:

- The nominee has demonstrated a commitment to equity, diversity, inclusion, and decolonization.
- Their contributions go above and beyond the responsibilities and expectations of their jobs
- Advances improvements and/or challenges the status quo with creative solutions/ways of thinking (large or small in scope) that have made a positive difference (organization wide or within a faculty/division/department).
- The new solutions may include new processes, systems, technologies, programs, or policies that tackle social, cultural, civic, student experience or health and safety issues.

## IMPACT AWARD - SUSTAINABILITY

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The Impact Award recognizes individuals and groups whose contributions result in meaningful positive impact within the University and/or the broader Windsor-Essex Community.

Nominees must meet some of the criteria outlined below:

- The nominee has demonstrated a commitment to equity, diversity, inclusion, and decolonization.
- Their contributions go above and beyond the responsibilities and expectations of their jobs
- Demonstrates a commitment to sustainability to create a thriving, healthy, diverse, and resilient campus community for generations to come.
- Contributes towards environmental, health, social equity, and/or economic sustainability.
- Has inspired change, increasing the sustainability efforts of their department and/or the University.

## INCLUSIVE EXCELLENCE AWARD

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The Inclusive Excellence Award recognizes individuals and groups who regardless of their role demonstrate a commitment to inclusive excellence, equity, diversity, decolonization, and respect for all persons. It also recognizes those who guide us toward the achievement of inclusive excellence goals. Inclusive Excellence embodies the recognition that not only is post-secondary education enriched by equity, diversity, and inclusion; equitable inclusion is critical to excellence (Scarborough Charter, page 9).

Nominees must meet some of the criteria outlined below

The nominee has advanced equity, diversity, and inclusion by:

- Removing barriers to meaningful and active participation in university life.
- Working to embed the processes and practices of equity, diversity, inclusion, and decolonization in their area of influence.
- Leading by example to positively influence and engage others in equity and diversity initiatives and the creation of a positive, inclusive, respectful environment(s).
- Applying an equity lens to projects, policies, and initiatives within their area of influence.

## LEADERSHIP AWARD

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The Leadership Award recognizes individuals who, regardless of their role, demonstrate a willingness to go above and beyond the responsibilities and expectations of their jobs to mentor and inspire others, encourage strategic thinking, innovation, and action.

Nominees must meet some of the criteria outlined below

The nominee:

- Leads by example demonstrating care and compassion for others.
- Motivates their team/colleagues to go above and beyond expectations.
- Positively influences/engages others to contribute to a common purpose and vision.
- Shows a commitment to personal and professional development in preparation for future potential leadership opportunities or to enhance their current leadership role.
- Demonstrates a high level of critical thinking skills.
- Contributes to developing the leadership capacity and strengths of those around them.
- Contributes to building a positive work culture within and/or beyond their own unit/department.
- Builds a safer, stronger, and more inclusive UWindsor community through their commitment to equity, diversity, inclusion, and decolonization.

## SERVICE EXCELLENCE AWARD - ALL SERVICE INTERACTIONS

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The Service Excellence Award recognizes individuals or groups who go above and beyond the responsibilities and expectations of their jobs to create a consistent and exceptional service experience for students, colleagues, alumni, donors, and other stakeholders.

Nominees must meet some of the criteria outlined below:

The nominee:

- Provides consistent exceptional client service that embodies the UWindsor Service Standards.
- Deals regularly with difficult interactions effectively, professionally, and with compassion.
- Has a positive attitude, good judgment, and good communications skills.
- Demonstrates a high level of emotional intelligence and resilience despite difficult circumstances and unforeseen problems, achieving outstanding success.
- Continuously strives to support a culture of service excellence by motivating and inspiring their colleagues to excel in the provision of services.
- Demonstrates tenacity, creativity, and resourcefulness.
- Demonstrates a commitment to equity, diversity, inclusion, and decolonization.
- Their contributions go above and beyond the responsibilities and expectations of their jobs

## SERVICE EXCELLENCE AWARD - STUDENT SERVICES

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The Service Excellence Award recognizes individuals or groups who go above and beyond the responsibilities and expectations of their jobs to create a consistent and exceptional service experience for students, colleagues, alumni, donors, and other stakeholders.

Nominees must meet some of the criteria outlined below:

The nominee:

- Provides consistent exceptional client service that embodies the UWindsor Service Standards.
- Deals regularly with difficult interactions effectively, professionally, and with compassion.
- Has a positive attitude, good judgment, and good communications skills.
- Demonstrates a high level of emotional intelligence and resilience despite difficult circumstances and unforeseen problems, achieving outstanding success.
- Continuously strives to support a culture of service excellence by motivating and inspiring their colleagues to excel in the provision of services.
- Demonstrates tenacity, creativity, and resourcefulness.
- Demonstrates a commitment to equity, diversity, inclusion, and decolonization.
- Their contributions go above and beyond the responsibilities and expectations of their jobs
- Provides services to students.
- Demonstrates responsiveness and the genuine desire to assist students in difficult or sensitive situations.
- Has an extraordinary commitment to continuously providing excellent service to students beyond the scope of usual role and responsibilities.
- Provides equitable, inclusive, and individualized service to meet the specific needs of the student and make them feel valued and that they belong.

## WELLNESS CHAMPION AWARD

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The Wellness Champion Award recognizes individuals and groups that contribute to a culture of wellness, those who go above and beyond the responsibilities and expectations of their jobs to create a healthier working, learning, and living environment for our campus community.

Nominees must meet some of the criteria outlined below:

- The nominee has demonstrated a commitment to individual and/or workplace wellness and/or safety.
- Goes above and beyond their work-related responsibilities to improve the well-being of the university community.
- Works to embed wellbeing in projects and initiatives within their area of influence.
- Has been involved in initiatives, programs, processes, or policies that have contributed to positive work culture and campus wellbeing.
- Positively influences one or more of the factors impacting one's well-being outlined in the Workplace Wellness Wheel.
- Builds a safer, stronger, and more inclusive UWindsor community through their commitment to equity, diversity, inclusion, and decolonization.

## INFORMATION TO HELP YOU PREPARE THE NOMINATION

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### Completing the Nomination Form

- Visit [www.uwindsor.ca/employeerecognitionawards](http://www.uwindsor.ca/employeerecognitionawards) to access the nomination form for each of the awards listed.
- Each Nomination Form is in Qualtrics. The introductory page will ask if you are submitting a nomination form or a Nomination Support Form (formerly known as a "letter of support")
- Each Nomination Form consists of multiple questions. You must complete all the fields marked as "required".
- Be succinct as you are only allowed to enter a maximum of 2500 characters to illustrate how the nominee meets the award criteria. It is recommended that you:
  - ✓ Provide specific examples. For instance, instead of saying "Patrick provides great service", explain through specific examples how Patrick provides great service, what specific actions clearly demonstrate his commitment to service
  - ✓ Include, when appropriate, the impact of the nominee's contributions to the department, University and others.
  - ✓ Include, when appropriate, testimonials from colleagues and others to help illustrate how the nominee meets the award criteria.

## INFORMATION TO HELP YOU PREPARE THE NOMINATION - CONTINUED

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### Nomination Support Forms

- Two (2) Nomination Support Forms must be provided in support of the nomination.
- The nominator should select individuals with whom the nominee interacts and who could provide specific information to describe how the nominee meets the award criteria.
- The Nomination Support Form is in Qualtrics and must be submitted by the nomination deadline
- To ensure that the Nomination Support Forms help to illustrate how the nominee meets the award criteria, it is recommended that you:
  - ✓ Provide each nomination supporter with the award criteria.
  - ✓ Ask the nomination supporters to include specific examples to illustrate how the nominee meets the award criteria.
  - ✓ Advise the nomination supporters that they may incorporate testimonials from others within their respective support forms.

## NOMINATION REVIEW AND SELECTION PROCESS

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### Notification of Nomination

- Nominees will receive notification of their nomination. Permission is required to disclose the name of the nominator and those who submitted letters in support of the nomination.

### Nomination Review Process

- The Employee Recognition Awards Committee will only review completed nominations received by the December 9, 2022 deadline. Completed nominations will include:
  - ✓ Qualtrics nomination form
  - ✓ two (2) Qualtrics Nomination Support Forms (formerly "letters of support")
- The committee reserves the right to determine the eligibility of all nominations.
- In the event that questions emerge during the nomination review process, the committee may contact the nominator for clarification.
- The committee recommends award recipients to the Associate Vice-President, Human Resources based solely on the information provided by the nominator.

### Announcement of Award Recipients and Presentation of Awards

- All nominees and nominators will receive notification of the outcome of the nomination review process in January 2022 followed by an announcement of the award recipients to the campus community, and invitation to the award presentation.

**PLEASE VISIT**

[www.uwindsor.ca/employeerecognitionawards](http://www.uwindsor.ca/employeerecognitionawards)

**For Nomination Related Inquiries Contact:**

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