

FCCS Service Award

Purpose and Description

This award recognizes excellence in service within the Faculty of Creative and Critical Studies (FCCS). Service is defined, in the context of this award, as significant and positive contribution to the work of a department, the Faculty, and/or the University.

Each year, an award will be presented to recognize a member of FCCS (faculty or staff) who has demonstrated notable commitment to service during the previous 12 months (May 1 to April 30). Particular consideration will be given to service contributions which support the values and the principles of FCCS, including (but not limited to) the following:

- Inclusiveness and diversity of peoples, backgrounds, and ideas
- Mutual respect, civility, and collegiality
- Commitment to a positive working environment
- Mutual support and care
- Transparency and accountability
- Promotion of community spirit

Nominations of individuals whose service contributions foster both a positive, respectful, collegial, and mutually supportive work environment and a sense of community within FCCS will be especially welcome. FCCS members who have previously won the award will be ineligible for nomination for a period of **three** years.

Nomination Procedures

Faculty members, staff members, and students may submit nominations. While individuals may be nominated, they cannot self-nominate.

Letter of Nomination (due June 1) — The nominator must submit the letter of nomination for the Service Award no later than June 1 of each year (or the first business day following, if that date falls on a holiday).

FACULTY OF CREATIVE AND CRITICAL STUDIES



THE UNIVERSITY OF BRITISH COLUMBIA

Supporting Materials (due July 1) — The nominator is responsible for ensuring that all supporting materials are submitted by July 1 (or the first business day following, if that date falls on a holiday). The nominator must forward the letter of nomination and all supporting materials to the FCCS Dean’s assistant. The letter of nomination and supporting materials may be submitted in electronic format.

The letter of nomination should provide detailed information about how the nominee’s service contributions are exemplary and support the values and the principles of FCCS as outlined above under the heading **Purpose and Description**. The supporting materials (of no more than 5 pages) may include, but need not be limited to, signed testimonies from faculty members, staff members, and students about the significance and positive effect of the nominee’s service contributions.

Adjudication Criteria

The Service Award will be awarded to the nominated individual whose service contributions best support the values and the principles of FCCS as outlined above under the heading **Purpose and Description**.

Award Adjudication Committee

The FCCS Executive Committee shall constitute the Service Award Adjudication Committee; however, it may appoint a sub-committee. If a sub-committee is appointed, the following will apply:

- Normally, the sub-committee shall consist of a minimum of three members of the FCCS Executive Committee
- The FCCS Executive Committee, at its discretion, may appoint a maximum of up to two previous Service Award winners to the sub-committee
- The sub-committee will make a recommendation to the FCCS Executive Committee for approval

Should a member of the FCCS Executive Committee be nominated for the Service Award in a particular year, he/she shall recuse him/herself from any deliberations related to the award.

Announcement of Award

The Service Award winner will be chosen no later than July 31 and the award will be presented at the FCCS Faculty Council meeting in August.

Nominations and supporting material can be submitted either electronically or in hard copy:

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