



FASS EMPLOYEE ACHIEVEMENT AWARDS - STAFF

Nomination Deadline: **June 03, 2024.** Please upload completed application [here](#).

FASS Employee Achievement Awards - Staff recognizes the dedication and hard work of FASS staff in our collective service to the arts, humanities and social sciences as well as to our communities.

NOMINATION CATEGORIES (See page 3 for detailed award category descriptions)

- Individual Work Performance
 Team
 Lifetime Contributions
 FASS Changemaker

NOMINEE(S)

The nominee must acknowledge the nomination by signing below. In the case of the Staff Team Award the Team leader/manager may consent on behalf of the team.

Name (Person or Team)	
Team members (Attach list if more space is required.)	
Position:	Unit:
Email:	Phone:
I agree to let my name stand for nomination	Signature:

NOMINATOR(S) DECLARATION

The primary nominator is the main point of contact for the nomination process.

Name	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty
Position:	Unit:		
Email:	Phone:		
Student Number (If the nominator is a student):			
Signature:			

Additional Nominators – (Include if appropriate. This is not a requirement.)

Please attach separate sheet if more space is required.

Name:	Signature:
Name:	Signature:
Name:	Signature:

DEPARTMENT/SCHOOL/PROGRAM/UNIT CHAIR OR DIRECTOR ENDORSEMENT

All nominations must be acknowledged by the departmental/school/program/or unit chair/director.

I support this nomination

Name:	Signature:
Position:	Email:

SUPPORTING DOCUMENTS

(See Award Category for more information about each nomination on page 3.)

- Provide an outline of how the nominee(s) merits the award by addressing outstanding achievements in criteria highlighted in the nomination category.** Max. 1-2 pages.
 - It is important to provide as much information as possible about what the nominee has done that demonstrates that they have met the criteria for the award category selected.
 - The inclusion of relevant examples is encouraged.
- Provide 1-3 letters of support.** Max. 1 page each
 - Letters of support should be written by parties other than the nominator. They may be provided by colleagues, faculty members, and students. The letters of support should focus on how the nominee meets the award criteria.
 - The primary nominator is responsible for:
 - a) Informing the writer(s) of the letters of support which award category the individual is nominated for and the criteria for that category.
 - b) Collecting these letters of support and submitting them as part of the nomination package.

SUBMITTING THE NOMINATION PACKAGE

(Once the nomination is submitted, your submission is closed. NO further documentation will be accepted.)

- Upload the completed package as one attachment to following OneDrive folder:
[2024 FASS Employee Achievement \(Staff\) Nomination Submission](https://1sfu-my.sharepoint.com/:f:/g/personal/fass_sfu_ca/EtOpFXWiJrZNkx7sDOHEXxEBEDs-i0m_B1H0K9FkUhYvyA)
 full link provided below in case the hyperlink doesn't work:
https://1sfu-my.sharepoint.com/:f:/g/personal/fass_sfu_ca/EtOpFXWiJrZNkx7sDOHEXxEBEDs-i0m_B1H0K9FkUhYvyA
- If you have any questions, please contact Nicole Yoo (fass@sfu.ca) before the submission due date.
 Submission Deadline: **Monday, June 03, 2024**
- By submitting a nomination, you are providing consent for the words used in the application to be used in announcements, FASS documentation and/or the FASS website.

Award Category Descriptions

➤ Staff Awards

FASS staff are proud of and dedicated to their work and often go well out of their way to deliver excellent service and creative ideas that improve the lives of those within the university community and beyond. Eligible FASS staff include those with at least two years of full-time employment or equivalent in FASS during the previous two years (full-time) or four years (part-time).

One award may be bestowed annually in each of the following categories (ties may be considered) depending on the nominations received:

- **Individual Work Performance:** To recognize a FASS staff member who demonstrates work performance that is consistently above and beyond their job description.
- **Team:** To recognize a high-performing team which exemplifies collaboration and cooperation and which demonstrates a significant contribution with results on behalf of their department/unit and FASS.
- **Lifetime Contributions:** To recognize sustained leadership and commitment to FASS over the course of their employment. FASS staff who have served the university for at least 15 years are eligible to be nominated.
- **Changemaker:** To recognize the importance of identifying what we can do better and then making it happen. This can include but not limited to; fresh insights, a significant improvement or even a revolution in a business or teaching process or other activity undertaken in the past two years that significantly improves some aspect of what FASS does and so has lasting impact and benefits for our students and our communities.