

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

### **3.10 The Western Award of Excellence**

Classification: Personnel - All

Effective Date: 01JUL05

Supersedes: (NEW)

#### **PRINCIPLES**

The University will recognize those staff who demonstrate exceptional commitment to the University's values and who contribute in a demonstrable way to Western being seen as a leading institution of higher learning. The Western Award of Excellence will provide meaningful and enriching recognition, respect and appreciation to staff and Academic Administrative Leaders by other staff, faculty and students. The Western Award of Excellence will help to foster a culture of recognition across the University and will complement and encourage recognition programs at the department level.

#### **POLICY**

- 1.00 The University recognizes the exceptional performance of staff with The Western Award of Excellence as follows:
  - (a) Up to a maximum of seven (7) awards will be presented annually to individuals or work teams who meet the The Western Award of Excellence criteria.
  - (b) Individual recipients and work teams receive a \$1,000 cash award and The Western Award of Excellence medal.
  - (c) All full-time and part-time Western staff who are actively employed as of the closing date of nominations for The Western Award of Excellence are considered eligible for the award. Nominees who retire or die after the closing date for nominations are still eligible to receive an award. Nominees whose employment with the university is terminated are not eligible to receive an award.
  - (d) Previous award winners may be nominated for another Award only after three years have elapsed since they last received the Award.
- 2.00 All of the Awards will be presented on behalf of The University of Western Ontario.
- 3.00 The Division of Human Resources will coordinate all administrative aspects of this policy.

#### **ADMINISTRATIVE PROCEDURE**

- 4.00 **The Western Award of Excellence Nomination Form** must be completed for each nominee and submitted to The Western Award of Excellence Selection Committee.
- 5.00 No self-nominations will be accepted by the Committee.
- 6.00 The membership of the Selection Committee will be composed of:
  - **2 staff members** named by the Unity group (3 year term)
  - **1 faculty member** named by the Unity group (3 year term)
  - **1 student** selected by the USC and SOGS in alternate years (1 year term)
  - **1 alumni representative** who is not a Western employee, named by the Alumni Association (2 year term)
  - **1 senior administrator** named by the President/ Vice-Presidents' group (PVP) (2 year term)
  - **1 retired staff member** named by the Unity group (2 year term)
  - **1 former award winner** named by the Unity group (1 year term)
  - **Resource person(s)** to be named by the Associate Vice-President (Human Resources)

Membership terms of the appointed representatives will begin on June 1 of each year.

- 7.00 The Chair of the Selection Committee will be selected annually from within the committee membership by the committee members.
- 8.00 The Western Award of Excellence will be presented at a high-profile event, held annually, on campus.
- 9.00 Award recipients' names will be engraved on a plaque displayed in a prominent location on campus.
- 10.00 The Selection Committee will choose recipients who meet one or more of the following criteria for the Award:
- Make Western a great place to work, learn and live
  - Pursue a standard of excellence
  - Go above and beyond their jobs
  - Demonstrate creativity and innovation
  - Demonstrate personal initiative
  - Maintain a positive attitude in a front line service
  - Help others to grow and develop
  - Share their knowledge and expertise with others
  - Motivate others with friendliness
  - Cooperate with others
  - Support and serve others
  - Provide an example through their commitment to personal development and growth
  - Build and foster western's core values of: integrity, respect, commitment to service, commitment to the University's shared mission
- 11.00 The Award recipients and their stories will be publicized in the Western and London communities.