

Complete Policy Title: <b>President's Awards for Outstanding Service Policy</b>	Policy Number: <b>N/A</b>
Approved by: <b>President and Vice-Chancellor</b>	Date of Most Recent Approval: <b>September 13, 2019</b>
Date of Original Approval: <b>May 19, 2006</b>	Supersedes/Amends Policy dated: <b>September 12, 2018; September 23, 2014; November 27, 2011; May 19, 2006</b>
Responsible Executive: <b>Assistant Vice President and Chief Human Resources Officer</b>	Enquiries: <a href="#">Human Resources Services</a>
<b>DISCLAIMER:</b> <i>If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

## Purpose

The purpose of these awards is to provide an annual recognition for employees or groups of employees who have made an outstanding contribution beyond that normally expected for their positions to the mission of the University through:

- the provision of exceptional service to staff, faculty, students, alumni, donors or visitors;
- the identification of measures which contribute to the efficiency and effectiveness of University operations;
- a direct or indirect contribution to the community or the University which impacts the reputation of McMaster.

## Scope

Nominators of the awards must be a third party - i.e. there are no self-nominations allowed, in any of the award categories.

## Definitions

### **Lifetime Achievement Awards**

The Lifetime Achievement Award recognizes individuals who have demonstrated an extraordinary commitment to McMaster that is above and beyond what is expected of their position. Recipients of this award have made a positive impact on the broader community and furthered McMaster's mission with a significant and sustained contribution of their work.

The awards are open to all full-time or part-time staff from operations, research and ancillary departments or units of McMaster University who have demonstrated a minimum commitment of 15 years of service to the University. The University President and Vice-Presidents are not eligible for consideration.

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## Individual Awards

The awards are open to all full-time or part-time staff from operations, research and ancillary departments or units of McMaster University who are employed on a continuing basis or for a term or contract of one or more year's duration. Employees at TMG Band O or higher are not eligible for the awards.

## Team Awards

All members of nominated teams will be celebrated as a group for their contribution to a project on behalf of McMaster University. It is anticipated that at least seventy-five percent of team members will meet the Individual Awards criteria. Confirmation of team members is the responsibility of the nominator and must be completed at the time of the nomination submission.

Although departments should be acknowledged and rewarded for their collaborative work toward meeting their goals, the intent of this program is to recognize the most contributing individual, group or team. We encourage leaders to find alternate avenues for recognizing and rewarding their department for good work.

## Policy

### The Awards

**A maximum of one (1) lifetime achievement award** in the amount of \$2,500, and a trophy naming the recipient and the contribution for which they are receiving the award. In addition, the recipients will have their names added to a permanent Roll of Honour maintained by the University. The award may or may not be awarded in any given year.

**A maximum of eight (8) individual awards** in the amount of \$1,500, and a trophy naming the recipient and the contribution for which they are receiving the award. In addition, each year, the recipients will have their names added to a permanent Roll of Honour maintained by the University.

**A maximum of two (2) team awards** will be made to a group of employees, and for such group awards, the size of the award will be determined as part of the review procedure but in any case will not total less than \$2,500, to be shared equally amongst the group. In addition, each group member will receive a trophy, naming their group, and their group name will be added to the permanent Roll of Honour maintained by the University.

**A maximum of one (1) Special Achievement Award may be granted to an individual or team who was not selected as an Award recipient but whose exemplary contribution to McMaster deserves to be recognized.** - A trophy naming the recipient and the contributions for which they are receiving the award will be given. Recommendations for this special recognition are provided by the Advisory Committee and are awarded at the sole discretion of the President.

**A maximum of one (1) Rising Star Award may be granted to an individual who was not selected as an Individual Award recipient.** This award was created to recognize an employee that is new to their position and has provided excellent service beyond that expected for the position they hold. The award praises their tenacity and motivation to grow, develop, and lead in their role. A trophy naming the recipient and the contributions for which they are receiving the award will be given. Recommendations for this special recognition

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are provided by the Advisory Committee and are awarded at the sole discretion of the President. The award may or may not be granted in any given year.

### **Awards and Ceremony**

All eligible nominees will be invited to a private celebration with the President prior to the public awards ceremony.

The employees and teams selected to receive awards will be invited to attend a public reception and will be presented with their awards at that time. Photographs of the recipients and a brief summary of the rationale for their awards will be published.

Each eligible employee who was nominated for an award will be invited to attend the awards ceremony and will also receive a letter of commendation from the President. The awards ceremony will also be open to the McMaster community to celebrate the achievements of all nominees and recipients.

### **Related Links**

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

Complete Procedure Title: <b>President's Awards for Outstanding Service Procedures</b>	Procedure Number: <b>N/A</b>
Approved by: <b>President</b>	Date of Most Recent Approval: <b>September 13, 2019</b>
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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 Manager.
  - 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 preceding 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 person, or a group of individuals (team), 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) 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.).
- d) Each nomination must be supported by references to be included in the nomination materials submitted by the nominator. A minimum of three and maximum of six references are required. The nominator may not act as a supporting reference.
- e) 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.
- f) 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. Nominators are encouraged to contact the Human Resources Program Manager well in advance of the nomination deadline to receive support/coaching in developing a strong nomination package.

#### 4. The Advisory Committee and Evaluation Process for Nominations

- a) Committee members will independently review the pool of nomination applications and develop recommendations for a short list in each award category.
- b) Recipients of the Lifetime Achievement Award will exemplify outstanding performance and accomplishment, and will be considered a role model for others in addition to meeting the following criteria:
  - i. demonstrates exceptional and inspirational leadership.
  - ii. has made remarkable achievements which have had a broader impact and contributed to McMaster's reputation.
  - iii. demonstrates commitment to service within the local, national or international community.
  - iv. consistently demonstrates outstanding dedication in furthering McMaster's reputation and advancing the mission of the University.
  - v. is an active and collaborative member of the McMaster community.
  - vi. has championed at least one initiative which has made a significant and lasting impact on or within the University.
- c) Recipients of Individual and Team Awards will meet the following criteria:
  - i. enhances the reputation of McMaster University – provides a direct or indirect contribution to the community or the University which impacts the reputation of McMaster.
  - ii. provides excellent service – substantial effort directed at producing or accomplishing a product which provides an outstanding quality or superior merit.
  - iii. demonstrates 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.
  - v. enhances student success - the provision of opportunities for students to discover, learn and grow.
  - vi. establishes and maintains effective and harmonious working relationships - contributing to a feeling of mutual connection that exists between two parties.

- vii. demonstrates volunteerism within or external to the University community - volunteering one's time for charitable, educational, or other worthwhile activities, within or external to the University.
  - viii. Demonstrates inclusive excellence - efforts which support and advance McMaster's equity, diversity and inclusion priorities and goals.
  - 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.).
- d) The Committee will develop a short list consisting of no more than 15 nominees whose contributions were, in the committee's view, the most significant.
  - e) 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](mailto:presidentsaward@mcmaster.ca) or ext 24556.

### **Related Links**

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