

Engineering Award of Recognition (Faculty and Staff)

(Revisions TOR) Approved Faculty Council, 2011 Sept 15

BACKGROUND

While ‘The Sharon A. Ling Award of Excellence for Outstanding Achievement by a Staff Member’ are designed to recognize exceptional commitment and success that typically occurs over a period of several years, the Faculty of Engineering realizes there are outstanding accomplishments by faculty and staff that deserve more immediate recognition. These accomplishments should not be overlooked in terms of importance. Whether made by individuals or groups, these initiatives form the basis for our future development. These initiatives can be ones which enhance morale, can improve operations, positively influence our image and/or contribute to the strategic development of the Faculty.

TERMS OF REFERENCE

The Faculty of Engineering Awards of Recognition have been designed as a means to acknowledge exceptional contributions to the Faculty of Engineering by faculty and/or staff **within a particular year (January 1 – December 31)**.

These Awards are designed to recognize exceptional contributions of faculty and/or staff, where normal expectations are exceeded to further the academic, research and innovation, public service and/or administrative missions of the Faculty of Engineering

Criteria for Selection of the Award of Recognition recipients include:

- Recognition by peers, students, faculty and/or staff for a particular outstanding contribution to the Faculty of Engineering in the areas of (one or more of these): academics, research and innovation, public service and/or administration;
- Inter-disciplinarity or inter-unit collaborations are to be regarded highly;
- Initiatives that benefit and/or impact a broad section of the Faculty of Engineering community are important;
- Demonstrated creativity, initiative, collaboration and/or resourcefulness are required.

Up to four Awards of Excellence will be given out annually. Awards can be given to teams or groups, or individuals. Fulltime and part-time faculty and staff of the Faculty of Engineering are eligible to receive these Awards. *Note: Up to one award each year can be presented to a non-Western Engineering employee. This individual/team must be employed at UWO.*

The Award will consist of recognition on a Faculty of Engineering framed certificate plus a cash award of \$500.00. Should a group/team be designated as a recipient, the cash award will be split amongst the team, the certificate will state the name of the group and each member will receive a framed certificate. The award will be presented at the Annual Awards banquet of the Faculty of Engineering.

If there are no suitable candidates in a year, no Award will be made.

Selection of the Award of Excellence recipient will be by a Committee which will be Chaired by the Dean of Engineering (ex-officio, non-voting except in the event of a tie) and will consist of one student (graduate or undergraduate), three faculty members and three staff members, with a view to approximately equal representation from each Department and the Dean’s Office (central administration).

Committee membership will be for a two year term, with initial appointees having staggered terms (of one and two years) to ensure continuity.

Nominations, in one (1) hard copy and one (1) electronic soft copy , will be received in the Dean's Office until 4:00 pm on January 31st (or the Friday proceeding if January 31st falls on a weekend). Nominators may be faculty, staff, students or members of the external community.

Nominations may consist of:

- **(required)** A letter to the Dean (please keep this to less than two pages) signed by the nominator, recognizing the particular outstanding efforts and accomplishments of the nominee(s), in support of one or more of the following activities of the Faculty of Engineering: academics, research and innovation, public service and/or administration;
- **(required)** Where a team is being nominated, all team members should be identified.
- **(optional)** Letters and/or names and signatures (on the Nomination Letter) of support from peers, students or faculty. Please identify whether person signing in support is staff, faculty, student or member of the external community.