The Sharon A. Ling Award of Excellence for Outstanding Achievement by a Staff Member

BACKGROUND

As page 2 of *Making Choices*, the Draft Report of the Strategic Planning Task Force (June 28, 2001) of The University of Western Ontario states, "Above all other resources, Western's people are the key to its success and must be the central focus of any strategic plan". Staff form an integral part of the Western community. Staff support the academic mission of UWO, allowing faculty and students to devote much of their energy towards the search for truth and the application of knowledge, *Veritas et Utilitas*, Western's objectives since 1878. The University recognizes the crucial role of staff and indeed one of the Commitments outlined in the June 2001 Draft of *Making Choices* is as follows (page 14, 3.5)*:* "Develop an effective and visible means of recognition of exceptional performance by staff."

The Faculty of Engineering has been a leader in this regard. For several years now, they have offered Staff Recognition Awards to honour the significant contributions of technical and administrative staff to this Faculty. These Awards consisted of a plaque and an award, presented at the Annual Awards banquet of the Faculty of Engineering.

As The University renews its Commitments through a revised Strategic Plan and publicly states that all its people are important and essential to continued success, we in the Faculty of Engineering feel it is time to revitalize the Award for staff as a serious acknowledgement and a visible way to honour staff members' active partnership with faculty and students in shaping our future.

In 2008, this award was renamed "The Sharon A. Ling Award of Excellence for Outstanding Achievement by a Staff Member" to honour and recognize Sharon Ling, a long-time staff member in the Department of Electrical & Computer Engineering. Sharon was a staff member who passionately dedicated her time and energy for the betterment of the Faculty.

TERMS OF REFERENCE

The Award is to be based on outstanding achievement of a fulltime (continuing) staff member (administrative or technical) in support of the academic, research and innovation, public service and/or administrative missions of the Faculty of Engineering Science.

Criteria for Selection of the Award of Excellence recipient include:
> ➢ Demonstrated mission-focus (http://www.eng.uwo.ca/dean/Default.htm) in support of future success of the Faculty of Engineering in academics, research and innovation, public service and/or administration. Creativity, collegiality, and sustained commitment to the Faculty and University are important considerations.
> ➢ Recognized as being a team-player by peers, students and/or faculty. Positive attitude, active participant at Department, unit or Faculty activities, seen as honest, hard-working and has demonstrated ability to take on different roles (leadership, support, advisory) within a group are important characteristics.
> ➢ Demonstrated leadership capabilities. Initiative, mentorship, change-embracing, problem-solving skills all are important considerations.

One Award of Excellence will be given out annually. Individuals cannot receive the Award more than once.
The Award will consist of recognition on a Faculty of Engineering glass plaque plus a cash award of $500.00. The prize will be presented at the Annual Awards banquet of the Faculty of Engineering.

If there is no suitable candidate in a year, no award will be made.

A Nominator can choose to resubmit a package for a nominee who was not chosen as a recipient in a particular year. The resubmitted nomination dossier must contain updated information (nomination letter, letters/signatures of support, etc.).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 two students (one graduate and one undergraduate), one faculty member selected through the Faculty's Nominating Committee and four staff members, with no more than one staff member from any one "unit" (for the purposes here only, there are 8 staff "units": University Machine Shop, Boundary Layer Wind Tunnel Laboratory, ICFAR, Chemical & Biochemical Engineering, Civil & Environmental Engineering, Electrical & Computer Engineering, Mechanical & Materials Engineering, Dean's Office). Staff members will be selected by the staff. The goal will be to have representation of both technical and administrative staff. Committee membership will be for a two year term, with initial appointees having staggered terms (of one or two years) to ensure continuity. Quorum will consist of at least five members (excluding the Dean), three of whom must be from the staff.

Nominators (nominators may be faculty, staff, students or members of the external community) are required to compile required supporting documentation. Nominations should include:
- ➢ a covering letter (please keep this to less than two pages) signed by the nominator, outlining how the nominee has shown:
    - i) support of mission of Faculty of Engineering, with emphasis on any of academics, research and innovation, public service and/or administration;
    - ii) skills as working as a team player, in various capacities, within the Faculty of Engineering;
    - iii) leadership skills
- ➢ optional, if available: any evidence of achievement areas outlined above (e.g., letters of thanks, letters of invitation to serve on committees), nominee can be asked to provide this to nominator.
- ➢ 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 or student.

Nominations, in one (1) hard copy and (1) electronic soft copy , will be received in the Dean's Office (in an envelope marked confidential, to the attention of the Dean) until 4:00 pm on January 31st (or the Friday proceeding if January 31st falls on a weekend).