

Nomination Package: Team Service Award

AWARD

The Team Service Award recognizes teams that exemplify effective collaboration, professionalism, and care for their colleagues, while significantly advancing the mission and goals of the university.

Nominations for the award can be made by members of the University community and the community-at-large by October 1 of each year. All information submitted on behalf of the nominee will be kept confidential.

The Team Service Award is awarded to only one team per year.

ELIGIBILITY

Any team at KPU is eligible to be nominated for the Team Service Award. This includes formal units or departments, cross-functional teams, or smaller teams, working groups, or task forces.

SELECTION CRITERIA

- The team will have made a significant contribution to the achievement of the mission and goals of the university, whether through innovation, continuous improvement, or otherwise going “above and beyond”.
- The team exhibits the highest standards of professionalism, commitment, integrity, and accountability in their work.
- The team will have a reputation for being mutually supportive and collaborative.
- The team builds on individual and shared strengths.

NOMINATION PROCESS

- Nominators are required to complete the nomination form with all of the required information.
- Nominations are to be in the form of the dossier that includes the identified material as described below.

Nomination Form

Nominations must include a completed Team Service Award Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available. This form must include a statement regarding why the nominee is worthy of the Team Service Award (not to exceed 500 words).

Nomination Dossier

The nomination dossier includes evidence that demonstrates the nominee’s significant contributions to KPU and/or the educational community that KPU serves. Nomination dossiers should be about 10 pages, but must not exceed 20

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pages, including all appendices and supplementary material. Dossiers longer than 20 pages are ineligible and will be returned unread. It is expected that the font of submissions will be no less than eleven. Incomplete dossiers will be returned. The following elements should be included in a complete nomination dossier:

1. Completed Nomination Form.
2. Letters of support from faculty, staff or students that reflect the nominee's significant accomplishments (no more than five).
3. Evidence of significant team service.

Nominations must include a completed Team Service Award Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available.

Please note: All information submitted on behalf of the nominee will be kept confidential.

Collection Notice:

The Senate Office is collecting personal information on this nomination form pursuant to 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act ("the Act") for the purpose of exercising the powers of Senate under section 37(1) of the University Act to facilitate nominations for awards. Personal information can be collected indirectly through the nomination process under 27(1)(c) of the Act, but the personal information provided on this form must be limited to what is specifically requested. If you have any questions about how personal information of nominees is managed through the nomination and award process, please contact senate@kpu.ca

SELECTION PROCESS

All individuals nominated as candidates will be considered by the Senate Standing Committee on Tributes. Recommendations of the Senate Standing Committee on Tributes will be forwarded to Senate for its consideration and selection.

RECOGNITION

The award will be acknowledged at one of the convocation ceremonies or other suitable occasion by the presentation of a citation.

Nominations will be reconsidered after a period of two (2) years including the year nominated.

Please return the completed Nomination Form and Dossier to:

Chair, Kwantlen Senate Standing Committee on Tributes
c/o Michelle Molnar, Administrative Coordinator, University Senate
Langley Campus
20901 Langley Bypass
Langley, BC V3A 8G9

Tel: 604.599.2357
Email: michelle.molnar@kpu.ca

Nomination forms are available on the Senate website
<https://www.kpu.ca/senate/committees/submission-forms>

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NOMINATION DETAILS

Name(s) of individuals in the team or name of the team:

Name of contact person in the team:

Contact person's current email and telephone number:

NOMINATION SUBMITTED BY

Nominator's Name and contact details (phone and email):

Nominator Signature: _____ Date: _____

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Nominator's Name:

Name(s) of individuals in the team or name of the team:

Purpose of the team:

Please state why you feel this team should be awarded a Team Service Award (*not to exceed 500 words – if more room is required, please attach the statement to this form*):