



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: AWARDS OF EXCELLENCE

<b>Procedure No.</b>	HR-406-PR-1	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	HR-406	<b>Effective Date</b>	March 11, 2024

## PROCEDURES

### 1.0 Awards of Excellence

College of the North Atlantic's (CNA) Awards of Excellence recognize and promote excellence within our institution. The awards showcase the extraordinary contribution of employees to CNA and the communities it serves and highlights the role CNA plays in the social, cultural, and economic development of Newfoundland and Labrador, and globally.

CNA is not only an institution of learning, it is an institution of learners. In honouring excellence, CNA invites others to take pride in the achievements of their peers and learn from the many outstanding contributions to post-secondary education found within CNA.

Awards of Excellence will be awarded annually in the areas of:

- Leadership
- Support Staff
- Faculty
- Group/Team

### 2.0 General Nomination Criteria

2.1 All current, active CNA employees, as of March 31 of the nomination year, are eligible for nomination.

2.2 All employees considered for nomination should exemplify CNA's core values:

- Excellence – We foster a culture of superior performance and service.
  - Diversity – We include all individuals.
  - Integrity – We fulfill our responsibilities with impartiality and freedom from bias.
  - Respect – We treat individuals with dignity and consideration.
  - Transparency – We communicate in an open and truthful manner.
- 2.3 The nomination may pertain to the duties of the employee as described in the employee's position description or may pertain to extra-curricular, CNA-related duties.
- 2.4 The nomination may pertain to a sustained contribution that demonstrates such general qualities as:
- innovation;
  - enhancement of the college function, community understanding, or representation;
  - appreciation of the college;
  - significant contribution to the college reputation; and
  - the enrichment of college life or effectiveness.
- 2.5 An employee being nominated will have demonstrated innovative and effective skills and initiatives in carrying out their responsibilities while having remained current in the area in which they perform their role.

### **3.0 Nomination Procedure**

- 3.1 Nominations will be accepted on a year-round basis from all sectors of the CNA community including students and staff. Nominations may also be initiated by the President.
- 3.2 The nominee must be aware of the nomination and this should be confirmed on the Awards of Excellence Nomination form.
- 3.3 Each submission package must include an Awards of Excellence Nomination form plus three letters of support. The nominator may also be a supporter.
- 3.3 Nominations must be submitted to the Associate Vice President of Human Resources using the Awards of Excellence Nomination form by March 31 of the following year (i.e., the deadline for nominations for 2023 fiscal year is March 31, 2024).

#### 4.0 Awards Committee

- 4.1 The Awards Committee consists of the President or designate and the Associate Vice President of Human Resources as permanent members. The committee will also consist of two members of the following employee groups: management, faculty, and support staff/non-union/non-management. Each committee member will serve on the committee for a two-year term as a primary member and a two-year term as an alternate member for a total of four years to assist with Awards of Excellence succession planning.
- 4.2 Committee members will be selected through an expression of interest process initiated by the Associate Vice President of Human Resources. One alternate will be selected for each employee group from the relevant expression of interest candidate pools in case a committee member is unable to participate in the selection process due to scheduling issues, conflicts of interest, etc.

#### 5.0 Awards

- 5.1 The Awards Committee will select the employees to receive an Award of Excellence. Employees selected for an Award of Excellence will receive an award presented annually at the Service Recognition Ceremony hosted at each campus. All employees nominated but not selected will receive a certificate of recognition.

#### 6.0 Expanded Nomination Criteria

##### 6.1 Leadership Excellence Criteria

CNA plays a leadership role in the communities it serves. While it is a college-wide effort that accomplishes this, inevitably, one person may make an outstanding contribution each year. This award is for those leaders.

Nomination criteria include:

- Innovation
- Impact
- Teamwork/Collaboration
- Enthusiasm
- Commitment
- Performance/Contribution
- Adaptability

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

**6.2 Support Staff Excellence Criteria (includes Non-Union/Non-Management)**

Support staff are full partners in the learning process and all institutional activities which facilitate that process. To perform their role to the fullest, support staff require models of excellence. This award honours an individual support staff member who has made an exceptional contribution within the institution and within the communities it serves. The nominee must be a current support staff member who plays a non-managerial and non-teaching role within the institution.

Nomination criteria include:

- Innovation
- Impact
- Teamwork/Collaboration
- Enthusiasm
- Commitment
- Performance/Contribution
- Adaptability

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

**6.3 Faculty Excellence Criteria (includes Non-Instructional Faculty)**

This award honours a faculty member who has exhibited consistent excellence in teaching and learning and has had a significant impact on the personal and academic growth of students.

Nomination criteria include:

- Innovation
- Impact
- Commitment
- Teamwork/Collaboration
- Enthusiasm
- Performance/Contribution
- Adaptability

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

6.4 Group/Team Excellence Criteria

An award(s) may be presented to a group/team of employees for an event, occurrence, or accomplishment that may arise in any given academic year and be deserving of recognition.

Nomination criteria include:

- Innovation
- Impact
- Commitment
- Teamwork/Collaboration
- Enthusiasm
- Performance/Contribution
- Adaptability

Each submission package must include an Awards of Excellence Nomination form completed by the nominator and three letters of support from colleagues and/or students outlining the criteria noted above.

Approval History	
Approved by President	December 14, 2020
Revision 1	April 19, 2021
Revision 2	March 11, 2024