

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Canadore College Board of Governors
Recognition of Excellence Awards

EFFECTIVE DATE: December 18, 2007

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

All full time and regular part time employees of Canadore College and members of the external college community.

2. PURPOSE AND PRINCIPLES

2.1 Background

Canadore 2012 emphasizes the importance of service to students and to the internal College community, as well as service and partnerships with the external community. Community means both place and process. It exists when a group of people participate in common practices, depend on one another, make decisions together, identify a common vision, respect each other, and commit to their own, one another's and the group's well being. Canadore College recognizes that all employees make enormous contributions to the quality and excellence of our programs and to the friendly, caring community spirit that exists within the College.

2.2 Purpose

In order to acknowledge outstanding contributions of Canadore employees to the College as an institution and to the community as a whole, five categories will be recognized.

1. Instructional and/or instructional support excellence
2. Outstanding service to students and/or College life
3. Commitment and service to local community
4. Role model for Canadore 2012
5. Contribution to the College as an institution

3. ROLES AND RESPONSIBILITIES

3.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent substantive amendments.

3.2 President

The President has the authority to approve amendments to this framework except where an amendment would represent a change in the underlying philosophy and principles of the policy.

3.3 Selection Committee

A committee consisting of two members of each constituent group (administration, support, faculty and students) will oversee the selection process. A member of Human Resources will be a permanent member of this committee. This committee will review policy and procedures for selection every three years or as needed and make recommendations to the President's Office in order to maintain a current and meaningful recognition process.

The selection committee will prepare an annual report at the conclusion of the recognition of excellence process. This report will go to the President's Office and be available to the following year's recognition of excellence committee.

4. SELECTION

4.1 Selection Process

The selection committee will evaluate all submissions against the criteria for selection and make recommendations to the President for nominees in each category. Formal presentation of the Recognition of Excellence Awards will be made at the annual Service Awards.

4.2 Criteria for Selection

1. Recognition of excellence will be based on exemplary contribution to the College community during the past year.
2. Recognition can be awarded to groups as well as individuals.
3. Nominations can be completed by any member of the Canadore internal or external community.
4. Nomination forms must have a detailed explanation of the contribution of the employee, individual, or group nominated and may be filled out by one or more persons. Individual

5. BOARD GRANTING OF AN AWARD

In addition to the above-noted process, the Canadore College Board of Governors may, from time to time, confer through resolution a Recognition of Excellence Award to a group or individual that it deems worthy and that meets the criteria for selection.

6. EVALUATION

The Policy will be reviewed and evaluated every three years.