



## Faculty of Public Affairs Awards of Excellence

The Faculty of Public Affairs recognizes excellence within FPA each year through Awards of Excellence in five areas:

**Research Excellence Award** - to recognize significant research achievement

**Teaching Excellence Award** - to recognize teaching excellence

**Teaching Fellowship Award** - to recognize teaching excellence and provide an opportunity to innovate and demonstrate leadership in teaching

**Public Commentary Excellence Award** - to recognize excellence in public commentary

**Staff Excellence Award** - to recognize excellence in the administration of our Faculty units

### Staff Excellence Award

One award may be given each year. This Award of Excellence was established to recognize exceptional contributions by staff in the Faculty of Public Affairs. Those eligible include all administrators, administrative support staff, technical support staff, and Organized Research Unit (ORU) administrative staff.

#### Criteria for Award

These awards are based on merit in any of the following areas:

- customer service focus (e.g., faculty members, visiting scholars, practitioners-in-residence, adjunct research professors, contract instructors, general public, etc.)
- dedication to students (e.g., assistance with admissions, registration, advising, health and welfare, etc.)
- innovation in processes or practices (e.g., student advising, space allocation, financials, etc.)
- building collaborative relationships with others (e.g., other academic and non-academic units on campus)
- demonstrated engagement with the priorities of the unit, Faculty or University (e.g., student recruitment, student learning opportunities, community engagement, etc.)

#### Applications/Nominations

Nominations may come from Chairs/Directors, undergraduate or graduate supervisors, other faculty members, administrative supervisors, and students. Nominators must confirm with the nominee that they will stand for the award before an application is submitted. An application should be submitted to the Office of the Dean, if the nominee is in agreement. Nominators are responsible for preparing the application package on behalf of the nominee. Anonymous nominations will not be considered.

Staff may self-nominate. In this case, the staff person is responsible for preparing their own application package. Self-nominees must include one letter of support in their application package.

## **Application Package**

Applicants and nominees must provide:

- completed application/nomination cover form for the Staff Excellence Award available at: <http://www.carleton.ca/fpa/about/awards/>
- short (limit of two pages) document that outlines the nature of the excellence in administration
- additional letters of support may be provided; self-nominees must include at least one letter of support from their Chair/Director, undergraduate/graduate supervisor, faculty member(s), or administrative supervisor

## **Award Recognition**

The recipient of the award will receive a \$1,500 tax deductible cash award, an engraved award statuette, and will be profiled in at least one story to recognize their achievement.

## **Procedures and Selection Committee**

**Applications/nominations should be submitted via e-mail to Christine Barkley, Office of the Dean, Faculty of Public Affairs, by May 31, 2021.** The selection committee for the Staff Award of Excellence is chaired by the Associate Dean, Students and Enrolment. The award selection committee membership will consist of one administrator, one staff member, one faculty member, and a past FPA Staff Excellence Award recipient. The selection committee will make its recommendation to the Dean. The award winner will be announced with other FPA Excellence Award winners in June.

## **Past FPA Staff Excellence Award Winners**

Past winners are eligible to re-apply five years after receipt of their last award.

***Please note that as the Office of the Dean is the sponsor of these awards and each of the Associate Deans chairs an award committee, faculty and professional staff working in the Office of the Dean are not eligible for these awards nor are they able to provide nominations or letters of support for others.***