



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 Public Affairs Research Centre (PARC) administrative staff.

Criteria for Award

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

- Service Excellence (e.g., customer service to faculty members, visiting scholars, adjunct research professors, contract instructors, general public, etc.)
- dedication to students (e.g., assistance with admissions, registration, advising, health and wellness, etc.)
- innovation in processes or practices (e.g., student advising, space allocation, 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

Nomination packages 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 each award will receive a \$1,500 taxable cash award and an engraved award statuette. They will also be profiled by the Faculty to recognize their achievement.

Procedures and Selection Committee

Applications should be submitted via e-mail to Stephanie Bourk (stephanie.bourk@carleton.ca), Office of the Dean, Faculty of Public Affairs, by March 15, 2023. The selection committee for the Staff Award of Excellence is chaired by the Associate Dean, Students and Enrolment. The award selection committee membership will normally consist of the Manager, Administration and Operations, one staff member, one faculty member, and a past FPA Staff Excellence Award recipient. The selection committee will make its recommendation to the Dean.

Past FPA Staff Excellence Award Winners

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

Please note that since the Office of the Dean sponsors these awards, 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.