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 Stephanie Bourk, Office of the Dean, Faculty of Public Affairs, by June 6, 2022. 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.

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.