



Staff Excellence Award

This Award of Excellence recognizes 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. One award may be given each year.

Criteria for Award

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

- providing [Service Excellence](#) (e.g., excellent customer service to faculty members, visiting scholars, adjunct research professors, contract instructors, students, general public, etc.)
- dedication to students (e.g., extra assistance with admissions, registration, advising, health and wellness, etc.)
- innovation in processes or practices (e.g., streamlining student support processes, online automation, 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. Before an application is submitted, nominators must confirm with the nominee that they are willing to accept the nomination. 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.

Application Package

Applicants and nominators must provide:

- short (limit of two pages) document that outlines the nature of the excellence in one or more of the areas listed above
- additional letters of support may be provided.
- self-nominees must include at least one letter of support from their chair/director (including program director), undergraduate/graduate supervisor, faculty member(s), or administrative supervisor

- please note that the nominations will be shared with the nominee, unless the nominator requests otherwise

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

Applicants and nominators should use [the submission form](#) on the ODFPA website to upload their materials. **Completed application packages must be received by March 18, 2024.**

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 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.