The staff of the UBC Department of Psychiatry is comprised of talented and dedicated individuals across our locations, all of whom contribute to the successful activities of the Department and deserve recognition. There are few awards and opportunities on campus to recognize staff achievements and outstanding contributions. The UBC Department of Psychiatry’s Staff Service Awards are an appropriate way for the Department to acknowledge truly outstanding service that goes well beyond the call of duty.

Up to three awards will be awarded annually, one for each of the staff employee groups represented within the Department:
- Management and Professional Staff (e.g. Managers and Administrators)
- Non-Union Research Technicians/Assistants (e.g. Research Assistants and Laboratory Technicians)
- CUPE 2950 Clerical and Administrative Staff (e.g. Administrative Assistants and Clerical Staff)

Award Criteria:
The awards will be presented on an annual basis to staff members in the UBC Department of Psychiatry whose contributions in areas such as service, administration, and leadership have had a significant and positive impact in achieving the strategic priorities of the Department, as defined in the Strategic Plan. The criteria are:
- Outstanding and sustained contributions to their unit within the Department;
- Have improved the value, efficiency, and sustainability of the service they provide;
- Have positively influenced the perception of the Department in the UBC or local community.

A nomination form is attached below.

Timeline:
Nominations will be requested in the fall for submission to the Personnel & Business Operations Manager. The submission should identify the individual being nominated, the employee group (M&P, Non-Union Technician, or CUPE 2950) and clearly outline and demonstrate what service prompted the nomination.

Eligibility:
All administrative, technical, and research staff in the UBC Department of Psychiatry are eligible. This includes all of the management, unionized, and non-union staff. Nominees must not have received this award in the past three years it has been awarded.

If necessary, nominators can consult the Personnel & Business Operations Manager for clarification on nominee eligibility, should there be any ambiguity. Student appointees and faculty appointees (including Postdoctoral Research Fellows and Research Associates) are not eligible.

Review of Nominations:
The Staff Service Awards Committee, consisting of 3 UBC Department Members (staff) and chaired by the Personnel & Business Operations Manager (non-voting), will review the nominations after the nomination end date to consider the nominations and make a recommendation for up to three winners as appropriate.
If nominators choose to, the winners may also be nominated for the Faculty of Medicine’s Applegarth Staff Service Awards which recognizes excellence in personal achievements and outstanding contributions to the Faculty of Medicine. Please see the following link for additional information, https://mednet.med.ubc.ca/HR/myHRstaff/CareerAndProfessionalDevelopment/Pages/Recognition-Opportunities.aspx. The nominators would be responsible for completing and submitting the Applegarth Staff Service Award application form and coordinating any additional requirements per the Faculty of Medicine’s criteria.

Prize:
The award for the UBC Department of Psychiatry’s Staff Service Award will consist of a monetary award of $300 and a plaque for each recipient to be presented publically by the Department Head at the annual UBC Department of Psychiatry’s Festive Celebration, which staff attend. Please note that the prize payment will be in the form of a cheque generated by the Department’s Finance Team. This is a taxable prize and a T4A slip will be issued with the payment.
Department of Psychiatry Staff Service Award Nomination Form

Nominee name: _____________________________

Position: ___________________________________

UBC Employment Group: _______________________

Supervisor: _________________________________

Nominee Work Location: _______________________

Nominee Email: _______________________________

Nominator: _________________________________

Nominator Position: __________________________

Nominator Email Address: _____________________

A summary detailing the nominee’s outstanding contributions and explaining how the nominee meets the award criteria. Specific examples/details are suggested in order to best support the nomination.

Optional: up to 2 additional letters of support from colleagues and supervisors.
Please submit the completed application and supporting material one of the following two ways:

1. Via email to: vicky.yau@ubc.ca
   OR
2. To the attention of: Vicky Yau, Personnel & Business Operations Manager
   Room 2C1 Detwiller Pavilion, 2255 Wesbrook Mall, Vancouver, BC V6T 2A1

**Deadline for submission is October 31, 2017**

This award will be paid in a lump sum to the recipient by the Department once the winners have been announced. The payment will be accompanied by a T4A slip for tax purposes.