



UBC DEPARTMENT OF PSYCHIATRY – 2019 STAFF SERVICE AWARDS

The staff of the UBC Department of Psychiatry comprises talented and dedicated individuals across all locations who contribute to the successful activities of the Department and deserve to be recognized. 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 & Professional** (e.g. Managers and Administrators)
- **Non-Union Research Technician** (e.g. Laboratory and Research Assistants)
- **CUPE 2950 Clerical Staff** (e.g. Administrative Assistants)

Award Criteria:

The awards will be presented on an annual basis to staff members in the UBC Department of Psychiatry who contribute in areas such as service, administration and leadership, and 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.

Timeline:

The call for nominations starts in the Fall and nominations are to be submitted by [Online Nomination Form](#) or emailed/mailed to the Assistant Human Resources Manager by **November 17, 2019**. The submission should identify the individual being nominated, the employee group (M&P, Non-Union Technician or CUPE 2950) and supervisor, and should clearly outline and/or demonstrate what service prompted the nomination.

Eligibility:

All administrative, technical and research staff in the UBC Department of Psychiatry are eligible. This includes all management, unionized, and non-union staff members. Nominees must not have received this award within the last three years.

Nominators can confirm the nominee's eligibility with the Assistant Human Resources Manager should there be any ambiguity. Student and Faculty appointees (e.g. Fellows and Research Associates) are not eligible.

Review of Nominations:

The Staff Service Awards Committee comprises five UBC Department of Psychiatry Staff members and chaired by the Assistant Human Resources Manager (non-voting). The committee will review the nominations after the submission date to make a recommendation of the awardees as appropriate.

If nominators choose, they may nominate the winners for the Faculty of Medicine's Applegarth Staff Service Award, 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/AwardsRecognition/Pages/Recognition-Opportunities.aspx>. Nominators are 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. The award will be announced by the Department Head at the annual UBC Department of Psychiatry's Festive Celebration, which all Departmental members are invited to attend. Please note that the prize payment will be direct deposited.



2019 Staff Service Award Nomination Form

Please submit the completed nomination form and send it to **Amity Chiang**, Assistant Human Resources Manager
Email: amity.chiang@ubc.ca

or

Mail (mark Confidential): Room 2C1, 2255 Wesbrook Mall, Vancouver, BC V6T 2A1

Alternatively, you can complete the online nomination form:
https://ubc.ca1.qualtrics.com/jfe/form/SV_0PRcoeh9rUzub4N

Submission Deadline is November 17, 2019 at 11:59pm

Nominator's Name

Job Title

Email

Nominee's Name

UBC Employment Group

Supervisor, if known

The nominee should meet at least one of the award criteria identified in the Terms of Reference. If possible, please provide specific examples of how they meet the criteria below. Use an additional page as needed.

Maximum 500 words for each nomination.

Award Criteria 1 – How does the nominee demonstrate outstanding and sustained contributions to their unit within the Department?

Award Criteria 2 – How does the nominee improve the value, efficiency and sustainability of the service they provide?

Award Criteria 3 – How does the nominee positively influence the perception of the Department in the UBC or local community?

Additional comments:

Optional: You can include up to 2 additional letters of support from colleagues and supervisors (not included in the word count).