



Employee Excellence Awards

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Office of Accountability:	Human Resources
Administrative Responsibility:	Director, Human Resources
Approver(s):	Vice-President, Finance & Administration

1. Purpose

The purpose of the awards is to provide annual recognition to non-teaching OCAD University (“OCAD U” or “the University”) employees who have made an outstanding contribution, beyond that normally expected for the employee’s position, to the mission of the University.

Award for Employee Excellence

Excellence demonstrated through one or more of the following:

- provision of exceptional service to students, faculty, staff, alumni, donors or visitors;
- identification of measures which contribute to the efficiency and effectiveness of University operations in support of the Strategic Plan;
- promotion of the University’s fundamental values and themes, including accessibility, cultural diversity, excellence, entrepreneurship, imagination and creativity, sustainability, diversity, wellness/health and safety, cross-disciplinary collaboration, technological innovation and contemporary ethics;
- contribution to the community or the University which enhance the reputation of OCAD U.

Equity Award

Excellence demonstrated through one or more of the following:

- consistent and/or impactful engagement in activities on and off campus that promote the value of diversity and the importance of equity in the University;
- demonstration of outstanding commitment to addressing exclusionary behaviours, practices and structures at the University, and in doing so building a more representative and inclusive campus;
- action promoting positive change toward the creation of an equitable University community, one that is diverse, inclusive, respectful and protects the human rights of its members;
- implementation of one or more elements of the University’s Diversity Action Plan resulting in measurable progress in achieving its goals.

2. Scope

This policy applies to all non-teaching employees of the University (faculty are acknowledged through the Price Award for Excellence in Teaching and the Non-Tenured Faculty Teaching Award).

3. Policy

OCAD U is committed to ensuring that employees know that they are valued and that their efforts in support of the University's mission and strategic objectives are appreciated.

Award Description:

Each Employee Excellence Award includes a \$1,000 prize, with recipients announced at an annual employee appreciation event. Each nominee receives a letter of congratulations from the President.

Selection Committee:

The Selection Committee each year will consist of:

- The President or designate (Chair)
- A Board of Governors representative or designate
- The Director, Diversity & Equity Initiatives
- A student representative
- The Director, Human Resources (ex-officio voting member)

Nominations:

Nominations will be received from all members of the OCAD U community. Nominations must be submitted with the employee's consent. Employees cannot nominate themselves. Nominations must include a description of the nominee's exceptional contribution to the University in accordance with the criteria set out above for the applicable award (maximum one page). It is recommended that the Nomination Form be used for this purpose.

Nominations must be submitted to the Chair of the Selection Committee by no later than the deadline set out in the call for nominations – typically in April – by e-mail to hr@ocadu.ca or regular mail to:

Chair of the Employee Excellence Awards Selection Committee
c/o Human Resources Office
OCAD University
100 McCaul Street
Toronto, ON
M5T 1W1