



# UNIVERSITY OF TORONTO

## FACULTY OF ARTS & SCIENCE

### DEAN'S OUTSTANDING STAFF AWARDS

**Recognizing and celebrating outstanding performance by  
administrative and technical staff in support of the Faculty of Arts &  
Science mission  
of teaching and research excellence**

**Dean's Student Life Award**

**Dean's Outstanding Technical Service Award**

**Dean's Outstanding Administrative Service Award**

**Dean's Distinguished Long Service Award**

#### **General criteria/Eligibility:**

Staff-appointed administrative and technical employees of the Faculty of Arts & Science who have:

- made an outstanding contribution to the Faculty's mission of teaching and research excellence;
- earned the respect of their colleagues for their professionalism and team work and contribution to morale;
- demonstrated their commitment to the Faculty by performing services beyond the requirements of their job responsibilities;
- made an impact that has extended beyond their immediate unit or department.

Previous winners are not eligible to win a second award.

#### **Prizes:**

The winner in each category will be acknowledged with a certificate and \$500 cash prize awarded by the Dean at a ceremony in the spring.

**Deadline for Nominations:**

**Monday February 6, 2012**

**Submit nomination packages to:**

Heather Black  
Manager, Administrative Human Resources  
Faculty of Arts & Science  
University of Toronto  
100 St. George Street, Room 2017  
Toronto, Ontario  
M5S 3G3  
[heather.black@utoronto.ca](mailto:heather.black@utoronto.ca)

**For more information:** contact Heather at (416) 978-5124.

**Dean's Student Life Award**

The Dean's Student Life Award recognizes an administrative staff member who has improved the quality of the student experience in the Faculty of Arts & Science. This award recognizes innovations and demonstrated improvements to the services provided to students. Examples include, but are not limited to, academic counseling, volunteer work with campus organizations, student records, student services, etc.

**Dean's Outstanding Technical Service Award**

The Dean's Outstanding Technical Service Award is presented to a technical staff member who has made an outstanding contribution to technical services and, as a result, had a direct impact on improving teaching and/or research. This award recognizes, for example, innovative solutions to problems, improvements in efficiency, cost-savings in labs, computer areas, shops, etc.

**Dean's Outstanding Administrative Service Award**

The Dean's Outstanding Administrative Service Award is given to an administrative staff member who has earned the respect of their administrative colleagues and whose outstanding contributions to administrative service have made a positive impact on teaching, research or general administration. This award recognizes, for example, improvements in morale, efficiency, cost-savings and client service.

**Dean's Distinguished Long Service Award**

The Dean's Distinguished Service Award is presented to a non-academic staff member who has, over the course of her/his years of service to the Faculty of Arts & Science, distinguished herself/himself in ways that are beyond the expectations of administrative peers, academic colleagues and students. Award winners are expected to have served in the Faculty of Arts & Science for a period of at least eight years, although this time need not have been spent in a single Arts & Science department. In any one year, provided there are exceptional circumstances, there may be more than one award. Distinguished service is inclusive of staff who have provided outstanding service at the department/divisional level but whose impact does not extend beyond the local level. Rank, or classification are not critical components of distinguished service; rather a spirit of generosity, community, and dedication to the work, clients and members of the unit, are essential criteria.

**Nomination Procedures:**

A nomination may be made by UofT staff, faculty, students or alumni.

A nomination should clearly state the nominee's merits as outlined in the general criteria, with particular reference to the nominee's contributions to his/her respective area of expertise.

In addition to the nomination letter, two letters of support from students, staff, faculty or alumni should accompany the nomination. Please refrain from submitting more than two letters of support as they will not be considered.

All nomination packages must include a covering letter of endorsement from the Chair or unit head.