



CALL FOR NOMINATIONS

2018 50th Anniversary Employee Recognition Awards

CELEBRATE THE EXPERIENCE!

Capilano University is pleased to present a special edition of our *Employee Recognition Awards!*

In our 50th anniversary year, we would like to highlight and recognize our outstanding employees, who embody the essence of who we are and the impact of CapU locally, regionally and around the world. As in past years, threads of our campus community's values—spirit, passion, innovation, collaboration, pride and impact—are woven through each of our award categories.

There will be five awards in total: four will be given out to individuals and one will be presented to a team. The five awards will be presented to recipients who each exemplify a CapU brand essence: Luminous, Unified, Enduring, Confident and Creative. We would like to ensure we nominate and recognize the positive impact of our employees in the communities in which they live and work. This awards ceremony is a terrific opportunity to share the accomplishments of our employees, as CapU marks its 50th year.

To celebrate our extraordinary employees, we need your help in recognizing their contributions. Read on to find out how to submit a nomination.

SUBMITTING YOUR NOMINATION

- Read the award categories and specific criteria.
- Check the eligibility requirements.
- Fill out the nomination form online or by mail, including a detailed statement of support and other documentation you would like to include.
- Please include specific examples of how your nominee fulfils the criteria for the selected award category. A thoughtful and substantive statement in support of your nominee is very important in helping the selection committee.
- It is recommended that the nominator take the lead in providing additional support materials to enhance the nomination. You are encouraged to involve the nominee in the process. Support materials should include further details about your nominee and may be provided by current or former students or colleagues. Please ensure that you share the awards criteria with those providing supporting documents.

The nomination submission deadline is December 31, 2018.

WHO CAN MAKE A NOMINATION

The selection committee will accept nominations for employee candidates from various stakeholders in our community, including but not limited to: students, alumni, colleagues, faculty, and staff. The selection committee will review materials submitted for each candidate and select those candidates who are most closely aligned with the criteria established for each award category.

HOW RECIPIENTS ARE SELECTED

The selection committee is comprised of CapU representatives from the faculty, staff, administrator and exempt employee groups.

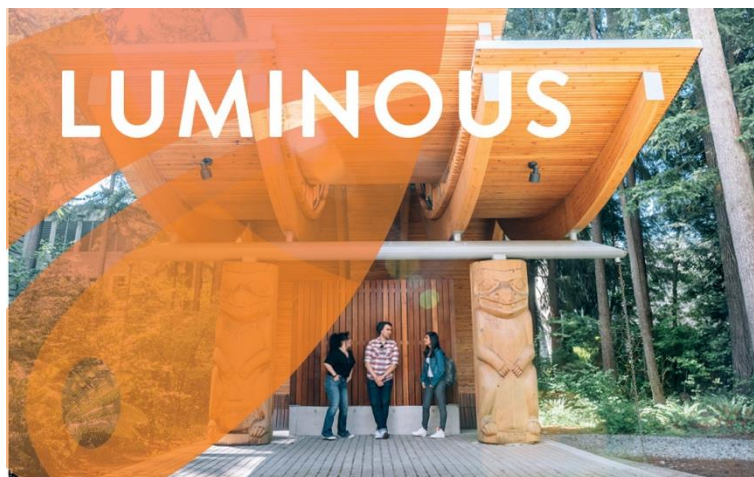
AWARDS CATEGORIES

LUMINOUS (Individual award)

The brand essence ***Luminous: Through education, our environment and world-class architecture, Capilano University is authentic and illuminated.***

Specific criteria:

1. The nominee has worked at the University for a minimum of six months to a maximum of two years at the close of the awards submissions (a hire date on or after December 31, 2016).
2. The nominee has demonstrated a passion for their work and the University, with their efforts having made a large impact on the campus community in the short time that they have been a part of the University.
3. The nominee has demonstrated leadership qualities and provides guidance in interacting with students or employees.
4. The nominee has contributed—above and beyond the call of duty—to the development, implementation and fostering of advances in departmental operations, creative services and/or successful programs or procedures.
5. The nominee goes beyond expectations by enhancing the internal or external customer service experience through creative problem-solving and changes physical and/or attitudinal barriers beyond the scope of his or her job, always with a ‘can do’ attitude.



ENDURING (Individual award)

The brand essence ***Enduring: We are proud of Capilano University's 50-year history, our relationship with local Indigenous communities, the origin of our name and the foundation all these elements create for our future.***

Specific criteria:

1. The nominee has demonstrated a commitment to fostering relationships with Indigenous communities and embraces intercultural values to build the future.
2. The nominee embodies through their actions reconciliation at a local, regional or national level.
3. The nominee will have a track record of acknowledging our past with eyes open to examine actions and finds ways to collaborate to build stronger communities.
4. The nominee will have consistently demonstrated a generosity in sharing their expertise to impact communities within CapU or beyond the four walls of our campus.
5. The nominee consistently demonstrates a sense of pride in being part of the CapU community by supporting students and fellow employees, and by always promoting the University in a positive way.



CONFIDENT (Individual award)

The brand essence ***Confident: Capilano University employees are confident in their ability to affect positive change.***

Specific criteria:

1. The nominee is a proven leader and shooting star whose story resonates with us and keeps us on the lookout for their next move.
2. The nominee inspires trust and leads by example, motivating others to act.
3. The nominee demonstrates the application of confidence through focus and determination in pursuit of their goals and those of the University.
4. The nominee is recognized as a knowledge expert within an established community of practice, which can be formal or traditional in any branch of subject or departmental area.
5. The nominee displays a willingness to make commitments and keep promises in pursuit of team, departmental, division and University goals, and goes above the call of duty to build the CapU community.



CREATIVE (Individual award)

The brand essence ***Creative: Creativity is at the heart of Capilano University – visible in student output, academic programming and employee collaboration.***

Specific criteria:

1. The nominee is known to be the first to take action and does not settle for the status quo.
2. The nominee embodies innovation by asking, “why or why not?” to create solutions.
3. The nominee is not afraid to fail and demonstrates almost limitless ways to solve problems big or small.
4. The nominee is always encouraging, positive in their approach and always seeking new ways to improve the service they offer to individuals, their departments and CapU.
5. The nominee demonstrates interest and concern for other staff, faculty and students and University goals and objectives, and continuously introduces new ideas to make CapU a great place to work or study.



UNIFIED (Team award)

The brand essence ***Unified: Diverse in thinking, but connected in our vision and mission, we work together to build the Capilano University community.***

Specific criteria:

1. The group or team (may be permanent or ad hoc, functional or cross-functional) demonstrates an innovative approach that improves education, administrative or other organizational processes, or performs extraordinary duties to ensure that an initiative, project, program or technique runs smoothly and professionally through its implementation.
2. The group or team will have demonstrated, through recent work history, the provision of excellent customer service to the University and the campus community, through collaboration and support of University projects.
3. The group or team will have demonstrated innovation and development of organizational processes or resources, in order to positively impact the effectiveness and efficiency of the University community. Implementation of these processes or resources will have fostered advances in departmental operations, creative services and/or successful programs or procedures in order to enhance student success.
4. The group or team has made an impact in some or all of the following ways:
 - Enhanced service delivery
 - Created efficiencies
 - Enhanced productivity
 - Supported sustainability on campus
 - Enhanced the work environment or the student experience
 - Decreased organizational risks
 - Supported campus upgrade efforts



ELIGIBILITY

All employees are eligible for nomination. Employees are defined as those individuals who currently work at CapU, and have been employed for twelve months or more (six months or more for the Luminous award) as of December 31, 2018.

Award recipients must consent to participate in the awards celebration in North Vancouver. (Please note that the University is unable to provide travel allowances for award recipients to attend the event.) Nominators may nominate more than one candidate for each award. There is only one award recipient in each of the Luminous, Enduring, Confident and Creative categories, and one team award for the Unified category.

THE FINE PRINT

Employees who are at the level of Associate Vice-President or above are **not eligible** for nomination.

Nominees must be made aware of their nomination by their nominator. Nominees must also agree to their name, photo, credentials and biography being published in various media promoting the Employee Recognition Awards event.

Nominators are invited to attend the Employee Recognition Awards ceremony with their winning nominee.

Nominees may bring one guest to the awards ceremony.

Capilano University protects the privacy and confidentiality of the information of nominees.

The awards will be presented at the ***Employee Recognition Awards*** celebration, a ticketed event attended by members of the broad CapU community, on the evening of March 14, 2019.

NOMINATION FORM

2018 50th Anniversary Employee Recognition Awards

Please indicate the award for which you are nominating a candidate:

- Luminous (individual)
- Enduring (individual)
- Confident (individual)
- Creative (individual)
- Unified (team)

Nominator's information

First Name	Last Name	Phone
Email	Relationship to nominee	Signature/Date

Nominee's information

First Name	Last Name	Phone
Email	Statement of Support (mandatory)	All additional documentation or information should be attached or emailed to louiseallison@caplanou.ca (if applicable)

NOMINEE'S DECLARATION

Capilano University's **Employee Recognition Awards** program recognizes the outstanding achievements of employees and celebrates the spirit of community and lifelong connection to CapU.

You have been nominated for a prestigious award as part of the special anniversary edition of the **Employee Recognition Awards** program and may have been encouraged to provide your nominator with information about your achievements that will enhance your potential to be an award recipient. Please read and complete the following release form that will confirm your agreement to be nominated under the following conditions:

1. If you are selected as an award recipient, you will agree to attend the presentation event in North Vancouver on Thursday, March 14, 2019. In situations of unexpected emergencies or illness, this requirement will be waived.
2. You may be required to speak at the event and may be asked to participate in future campus or community events on behalf of the University.
3. You agree to allow information contained in this nomination package and other personal information gathered for this purpose to be used for publicity and promotional purposes in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

I agree to let my name stand for nomination for this prestigious award within Capilano University's **Employee Recognition Awards** program.

Name: _____

Signature: _____ Date: _____

NOMINATION CHECKLIST

Please submit the Nomination form online or by mail to including the following:

- Nominator's statement of support (explaining how the nominee meets the award criteria)
- Additional support documentation (if applicable)
- Nominee's completed declaration

If submitting by mail, e-mail or in person, please submit the completed nomination package by December 31, 2018 to:

Employee Recognition Awards

Louise Allison
Human Resources Department
Capilano University
2055 Purcell Way
North Vancouver, BC
V7J 3H5
Email: louiseallison@capilanou.ca

Questions about the awards program? Contact Louise at 604.984.4979.