
POLICY

Aurora College will recognize the outstanding education-related contributions made by its staff. Recognition may be formal, via awards presented by the Aurora College Board of Governors, or informal.

PRINCIPLES

1. It is important to recognize the contributions, effort, and excellence of Aurora College staff.
2. Award recognition is meaningful, motivational, and contributes to positive staff morale.
3. Recognizing the outstanding education-related contributions made by staff is one way of promoting excellence at Aurora College and raising the College's profile.

SCOPE

This policy applies to all Aurora College staff.

1 STAFF AWARDS COMMITTEES

- 1.1 There will be three staff awards coordinating committees: one for each campus region.
- 1.2 The Vice President, Student Affairs (or designee) will be responsible for establishing the coordinating committees and ensuring that the call for nominations is sent out.
- 1.3 Each coordinating committee will have a minimum of four and a maximum of seven members. If possible, the committee will include a campus representative, a CLC representative, an ARI representative, and a student council representative.
- 1.4 The coordinating committees will be responsible for managing the nominations process for the awards presented at Convocation by the Board of Governors. These responsibilities include:
 - promoting the awards;
 - sending out the call for nominations;
 - providing templates and example, or links to templates and examples;
 - receiving the nomination packages;
 - reviewing the nomination packages; and
 - recommending award recipients to the Vice President, Student Affairs.
- 1.5 There will be a college-wide staff awards committee, comprising two members from each coordinating committee and chosen by the coordinating committee.

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- 1.6 The college-wide committee will be responsible for making recommendations to the Vice President, Student Affairs:
- regarding the Staff Awards policy and nomination process; and
 - for renewing and revitalizing the College's approach to staff recognition.

2 FORMAL RECOGNITION

- 2.1 Formal recognition of outstanding education-related contributions made by staff will take the form of awards presented by the Board of Governors.
- 2.2 There will be five categories of awards.
- i. Career / Lifetime Achievement – recognizes an Aurora College staff member, nearing the end of his or her career with the College, for his or her contributions to the overall vision and mission of Aurora College over the whole of his or her career (minimum of twenty years of service) with the College.
 - ii. Innovation and Research – recognizes an Aurora College staff member, program, or service that has demonstrated a creative innovation or excellence in research or made an exceptional contribution to the conduct of research.
 - iii. Leadership – recognizes an Aurora College staff member who guides and inspires others, both staff and students, which has resulted in a better learning, living, or working environment at the College.
 - iv. Instructional Excellence – recognizes an Aurora College staff member or program for demonstrating instructional excellence in adult instruction, curriculum development, or development of a delivery model.
 - v. Outstanding Service and College Improvement – recognizes an Aurora College staff member, program, or service that has developed or provided an outstanding service to students, clients, employers, College employees, or the community.
- 2.3 Awards may be presented to individuals or to a group.
- 2.4 Up to three awards per campus region may be presented annually.
- 2.5 The Vice President, Student Affairs (or designee) will forward the names of the recommended award recipients for presentation to the Board of Governors for approval.
- 2.6 Awards will be presented at Convocation by a member of the Board of Governors.

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- 2.7 Recipients will be notified as soon as possible after the Board of Governors confirms the award recipients. Timely notification enables recipients to invite guests and gives the College time to make travel arrangements for recipients, if necessary.

SUPPORTING PROCEDURES, FORMS, AND RULES

Staff Awards – Award Descriptions

Staff Awards – Procedures

Staff Awards Committee – Terms of Reference

RELATED POLICIES

There are no related policies.

RELATED AURORA COLLEGE BYLAWS

There are no related Aurora College bylaws.

FACT SHEET**DATES:**

1997-01	New policy issued as B.21 <i>Staff Awards</i> . Policy and Program Committee Motion PP#12-1997. Board of Governors Motion BG#41-1997. Implemented July 1, 1997.
2003-04-05	Policy revised. Policy and Program Committee Motion PP#59-2003. Board of Governors Motion BG#168-2003. Implemented June 1, 2003.
2007-11	Policy revised. Policy and Program Committee Motion PP#02-2007. Board of Governors Motion BG#82-2007. Implemented November 29, 2007.
2017-07-01	Policy revised. Approved by Administrator, Aurora College Ref. #Admin-07-2017. Implemented July 1, 2017.
2019-07-07	Policy revised – housekeeping changes. Approved by President – July 7, 2019. Implemented – July 7, 2019