
PARENT BYLAW: Not Applicable

PARENT POLICY: B.21 *Staff Awards*

The following procedures are established to meet the requirements for implementing Aurora College Policy B.21 *Staff Awards*.

1 SCOPE

- 1.1 This procedure describes how the College formally recognizes staff contributions with awards presented by the Board of Governors.

2 GENERAL

- 2.1 The Vice President, Student Affairs (VP, Student Affairs) sends out the call for volunteers for the coordinating committees; appoints the committee members; and appoints the committee chairs, by the end of October.
- 2.2 The Vice President, Student Affairs (VP, Student Affairs) sets the deadline for receiving recommendations from the coordinating committees. The deadline needs to be early enough that the VP, Student Affairs can forward the names of the recommended award recipients for presentation to the Board of Governors at its meeting before the College's convocation ceremonies.
- 2.3 The VP, Student Affairs makes sure the nomination forms and list of committee members are available to all staff and students.
- 2.4 If a committee member is nominated for an award, the committee member may:
- i. decline the nomination and stay on the committee; or
 - ii. accept the nomination and resign from the committee.

3 STAFF AWARDS COORDINATING COMMITTEES

- 3.1 Each committee should have between four and seven members, with representation from the campus, the Community Learning Centres, the Aurora Research Institute, and the student body (as per section 1.3 of the policy).
- 3.2 Each committee determines when it will meet; how it will send out the call (and reminders) for nominations for awards; and the deadline for receiving award nominations.
- 3.3 The committees do not need to keep formal minutes; however, for the benefit of the next committees, the Chairs should make note of meeting dates and times, who was present, deadline dates, and the dates the committees sent the call for nominations and reminders.
- 3.4 Each committee reviews the nominations and may recommend up to three award recipients for the campus region. Note that there are five categories of awards but no more than three

awards are presented and each must be from a different category. In the event that the committee receives no nominations or the nominations received do not meet the criteria, the committee does not have to recommend any award recipients.

- 3.5 Each committee chooses two of its members to provide feedback to the VP, Student Affairs via a college-wide staff awards committee.

4 POST-COMMITTEE

- 4.1 The VP, Student Affairs reviews the recommendations from each coordinating committee. If he or she does not accept a recommendation, he or she can ask the coordinating committee for another recommendation.
- 4.2 The VP, Student Affairs forwards the names of the recommended award recipients for presentation to the Board of Governors at the meeting that takes place before the College's convocation ceremonies.
- 4.3 The VP, Student Affairs is responsible for notifying award recipients they will be receiving an award so that the recipients can arrange to attend or invite guests to attend convocation.
- 4.4 The VP, Student Affairs will organize one meeting with the six representatives from the coordinating committees (two from each of three committees) to review how the process worked and make suggestions for changes to the policy or procedure, if needed.

5 RELATED MATTERS

- 5.1 References to Aurora College staff members in authority (e.g. President, Director of Finance/CFO, or vice presidents) may include a designee acting on her or his behalf.

RELATED POLICIES:

None

RELATED PROCEDURES:

B.21 – Staff Awards – Awards Descriptions

B.21 – Staff Awards – nomination forms, one for each award

FACT SHEET**DATES:**

2018-01-25

Approved by President: Jane Arychuk
Implemented: January 25, 2018

2019-07-07

Procedure revised following first use.
Approved by President:
Implemented: July 7, 2019**APPROVED****PRESIDENT:** _____**DATE:** _____

July 7, 2019