

AWARDS OF EXCELLENCE COMMITTEE TERMS OF REFERENCE



PURPOSE:

The Awards of Excellence Committee selects recipients for the Awards of Excellence in accordance with the guidelines outlined below. The Awards of Excellence are given once per year as formal recognition for extraordinary contribution to the success of Red Deer College (RDC) through support of learning, community involvement, innovation, and service provision. It is given for contributions that are above and beyond the employee's specific job expectations that exemplify the College values, and that leave a lasting legacy in the College, in the Community, or in the employee's profession/field-of-expertise.

1. Individuals should be recognized for significant contributions to the College, the Community, and/or their profession.
2. Outstanding contribution to the success of RDC through support of learning, service provision, instruction, innovation, or community involvement.
3. Contribution must be over and above job expectations, must be more than "doing ones job well", must be seen as a very significant /exceptional contribution worthy of high praise, and must be perceived by the Selection Committee to be significant enough to deserve this award.
4. The contribution must exemplify the College values.
5. The Award of Excellence can only be given once per person for the same endeavor.
6. The contribution for which the nomination is made should have been significantly concluded in the fiscal year of the nomination.

MANDATE:

The Director of Human Resources will establish an independent selection committee and will act as (or designate) the Chair of the Committee.

The Committee will screen eligible nominations and will investigate nominations as to their alignment with the selection criteria. The Committee will interview nominators, the candidate's supervisor, peers and/or other individuals as required to further validate or expand on information contained within the nomination package. The candidate can be contacted only if clarification is required.

The Committee will normally recommend up to three award recipients each year to the Director of Human Resources, who brings forward the recommendation to the President for approval. Exceptions to the number of recipients awarded may be approved by the President. The recipients will each receive an Awards of Excellence Certificate and a cash award of \$1,000.00 (net).

RELATIONSHIP TO OTHER COMMITTEES:

- RDC Recognition Awards Committee

COMPOSITION:

Composition of the Committee will include:

- Director, Human Resources (or designate) - Chair
- up to two representatives from CUPE
- up to two representatives from AUPE
- up to two representatives from FARDC
- up to two representatives from Exempt
- one representative from the Students' Association

Committee members are appointed by the Chair

Terms of office for the Selection Committee members will be two years, but will be staggered so that only half of the committee will be replaced at the end of a term.

ACCOUNTABILITY:

The Awards of Excellence Selection Committee is responsible to the President of the College through the Director of Human Resources.

REPORTING:

The Awards of Excellence Selection Committee will provide an annual report to Service Council. For information purposes this report will be provided to Deans' Council.

ACTIVITIES AND ACCOMPLISHMENTS:

The Awards of Excellence is announced at the annual RDC Recognition Awards event. The award(s) are presented to the recipient(s) by the President (or designate).

RESPONSIBILITY:

The Director of Human Resources is responsible for the appointment of the Committee and the continued operation of the Committee.

ADMINISTRATIVE SUPPORT:

Administrative support is provided by the Office of the Director of Human Resources. The administrative support will maintain the records of the committee, establish meeting times, deliver agendas, prepare nomination documents, coordinate the communication and promotion of the event, and carry out other responsibilities for the committee.

OPERATING PROCEDURES:

- The Committee meets approximately 4 times per year.
- Review of nominee packages will be equally divided among committee members for follow up.
- Selection of recipients will occur according to the selection criteria agreed upon by the Committee as outlined in the Terms of Reference.
- All information is confidential and the recipients' names remain confidential until the announcement at the annual RDC Recognition Awards event.
- The Chair is the Director of Human Resources or is appointed by the Director of Human Resources.

- In the event a Committee member is nominated or they are nominating an individual, they will remove themselves from the Committee for the duration of that term and the Chair will appoint a replacement committee member.
- Terms of Reference will be reviewed on an annual basis.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.