

APPENDIX A – Staff Excellence Essential and Desired Criteria

Applicants need to meet the four essential criteria in order to be eligible.

Criteria 1

Demonstrated sustained excellence through the support of Department administration and/or teaching and research endeavours. Three years' experience.

Criteria 2

Held in high regard by colleagues, staff, students, faculty and senior administration. Contributes on a regular basis to the Department

Criteria 3

Outstanding contribution with the nominee's usual role, to the success of a single event of importance to the DFCM.

Criteria 4

Contributions to the success of a DFM project, program or initiative that falls beyond the nominee's usual role.

Desirable criteria for applicants to possess/display.

Criteria 5

Teamwork/Staff Engagement: focused on needs of other colleagues to achieve goals, interacts as a dedicated member of the team. Engages with staff and contributes to a supportive and collaborative team. Assists new co-workers integrate in workplace.

Criteria 6

Contributes to Healthy Work Environment: Excellent people skills, good sense of humor, approachable, effective communication skills, professional, promotes a supportive work environment. Has positive influence on others. Encourages staff. Cultivates a respectful workplace, supportive of diversity and inclusion.

Criteria 7

Going above and beyond to achieve goals. Knowledgeable about job duties, University processes and protocols. Is innovative and creates efficient work flow processes, demonstrated drive and takes initiative.

Criteria 8

Priorities Departmental work projects. Contributes to the Departmental Strategic Plan and Departmental Annual Report.