

Policy Name:	Employee Recognition Policy		
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Volume	5, Office of Human Resources	Responsible Party:	Director, Human Resources
Chapter	1, Employee Recognition Policy	Responsible Office:	Office of Human Resources
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Policy Statement

NSCAD University recognizes the accomplishments made by its faculty and staff. It is committed to honoring and encouraging individuals who contribute through their efforts and actions to the success of the organization.

Recognition will be linked to NSCAD’s strategic plan by supporting defined goals and values. It will focus on creating an enduring effect for faculty, staff and the organization.

This Policy provides guidelines for the following types of recognition:

- Long Service
- Exceptional Service to the University and extended community
- Academic achievement

Reason for Policy

NSCAD University strives to recognize all eligible employees through a program of service and achievement awards. Individuals can be recognized for their unique accomplishments that transcend normal high performance expectations and provide added value to campus life and/or work.

This policy provides appropriate and meaningful forums for recognizing the commitments and contributions that faculty and staff make to NSCAD University and the community at large.

Policy Applies to

- All faculty and staff of the University.

Who Should Read this Policy

- All faculty and staff members

Contacts

For information on Long Service Awards: Director, Human Resources, 902-494-8131, humanresources@nscad.ca, <http://nscad.ca/en/home/abouttheuniversity/hr/default.aspx>

For information on President's Awards for Exceptional Service: Executive Assistant to the President, 902-494-8114, <http://nscad.ca/en/home/abouttheuniversity/administration/officeofthepresident.aspx>

For information on Academic Achievement Awards: Academic Affairs Officer, 902-494-8125, academicaffairs@nscad.ca, <http://nscad.ca/en/home/abouttheuniversity/administration/officeofacademicaffairsandresearch/default.aspx>

Definitions

N/A

The Policy

1. Principles

- 1.1. This policy is designed to provide meaningful ways to recognize the contributions faculty and staff make to NSCAD through a program of service and achievement awards.
- 1.2. Through the establishment of clear award descriptions, qualifying criteria, and nomination processes, it is the goal of NSCAD to select winners and present awards in a manner that is fair and transparent.
- 1.3. Awards are presented annually in three categories: Long Service Awards, President's Awards for Exceptional Service, and Academic Achievement Awards.
- 1.4. This policy is intended to be complementary to other policies and collective agreements governing the conduct of faculty and staff. In situations where this policy may be in conflict with Collective Agreements, the Collective Agreements shall prevail.

2. Long Service Awards

2.1. Description of the Awards

- 2.1.1. NSCAD values the service of its faculty and staff and recognizes the benefits that long-service employees bring to the University. Recognition of long service at NSCAD involves a formal program of awards and events.
- 2.1.2. All recipients of Long Service Awards are presented with awards by the President as part of each year's Holiday Celebration.
- 2.1.3. It is the responsibility of the Department of Human Resources to select and purchase long service recognition gifts.

2.2. Qualifying Criteria

- 2.2.1. Long Service Awards are given for continuous service at 5-year increments, starting at the initial date of employment (initial hire date). For example awards are given for continuous service of 5 years, 10 years, 15 years, 20 years, etc.

- 2.2.2. For the purposes of this policy, continuous service is calculated as the period of unbroken employment with NSCAD University. Continuous service applies to all employees regardless of employment classification, union status, or hours of work. It does not reset when an employee switches positions within the University.
- 2.2.3. Continuous employment will be broken where an employee resigns from employment, even if the employee is subsequently re-employed. Continuous employment will be broken where an employee is dismissed by their employer and is subsequently re-employed after twelve months have elapsed.
- 2.2.4. Continuous service is calculated separately from other forms of service and/or seniority and is not to be used for the purposes of calculating employment entitlements such as vacation leave, salary scale placement, and all things sundry.

3. President's Awards for Exceptional Service

3.1. Description of Awards

The President's Awards for Exceptional Service recognizes individuals who have made an extraordinary contribution to NSCAD University and the broader community. One award in each of the following categories will be given annually:

- 3.1.1. President's Award for Service to NSCAD University
- 3.1.2. President's Award for Service to the Extended Community

3.2. The President will present these awards and recognize the award recipients as part of the annual convocation ceremonies. Nominations for this award will be solicited from all members of the NSCAD Community.

3.3. In the case when there are no nominees or no nominees who qualify, no award will be given.

3.4. Qualifying Criteria

3.4.1. President's Award for Service to NSCAD University

An individual whose contribution transcends normal expectations and provides added value to the University, our campus and our students. Such contributions could include serving as committee members; organizing events and initiatives; building effective partnership opportunities; or developing process/service improvements. These efforts would normally involve a substantial commitment in addition to normal workload. Such contributions often influence positive change in the NSCAD community.

3.4.2. President's Award for Service to the Extended Community

An individual whose contribution provides added value to the larger community. Such contribution would include the work of staff volunteering as external committee members and/or organizing volunteer events and initiatives within the larger community outside the University. These efforts would normally be made outside normal working hours and involve a substantial commitment as a volunteer. Such contributions often influence positive change in the extended community.

3.5. Nomination Guidelines

3.5.1. Nominations for this award will be solicited from the NSCAD community by Human Resources, with a deadline of 30 days prior to Convocation for submission of completed nomination forms. Nomination forms will be available on the Human Resources internet site.

3.5.2. A committee of peers will review nominations and make a recommendation to the President at least 15 days prior to convocation each year. This committee will be chaired by the Director, Human Resources

and will include representation from at least four (4) of the following employee groups, including a representative from each of the groups for which there is a nomination:

- 3.5.2.1. Senior Management
- 3.5.2.2. Non-Union Employees
- 3.5.2.3. FUNSCAD Unit I
- 3.5.2.4. FUNSCAD Unit II
- 3.5.2.5. Nova Scotia Government and General Employees Union

4. Academic Achievement Awards

4.1. Description of Awards

The Academic Achievement Awards are given to faculty members who demonstrate significant accomplishment in the areas of teaching, scholarship, and creation of creative works. One award in each of the following categories will be given annually:

- 4.1.1. The Award for Teaching Excellence
- 4.1.2. The Award for Research Excellence
- 4.1.3. The Award for Creative Work Excellence

4.2. The President will present this award and recognize the award recipients as part of the annual convocation ceremonies. Nominations for this award will be solicited from all members of the NSCAD Community.

4.3. In the case when there are no nominees or no nominees who qualify, no award will be given.

4.4. Qualifying Criteria

4.4.1. The Award for Teaching Excellence

The Award for Teaching Excellence recognizes demonstration of outstanding teaching at NSCAD University. Evidence of outstanding teaching can include but is not limited to:

- 4.4.1.1. Evidence of excellent overall quality in teaching courses as determined by students and peers at both the undergraduate level and, where possible, the graduate level;
- 4.4.1.2. Evidence of sustained commitment to excellence in teaching and learning over a number of years;
- 4.4.1.3. Incorporation of innovative and evidence-based teaching and learning approaches where possible and appropriate;
- 4.4.1.4. Effective and appropriate use of technology for online, blended, and face-to-face contexts;
- 4.4.1.5. Utilization of effective and innovative assessment methods that focus on the deep learning of the subject and the development of critical thinking, collaboration, and problem-solving skills;
- 4.4.1.6. Having a comprehensive knowledge of the subject and setting high standards and motivating students to attain them.

4.4.2. The Award for Research Excellence

The Award for Research Excellence recognizes contribution to the research community and to the research culture at NSCAD University. The award also serves to showcase the high level of scholarly research at NSCAD University. By rewarding excellence in research, we not only recognize the achievements of a given faculty member, but also affirm the important role of research in university life.

4.4.3. The Award for Creative Work Excellence

The Award for Creative Work Excellence recognizes outstanding accomplishment in the creation of creative works. Evidence of outstanding creative work can include but is not limited to:

- 4.4.3.1. Incorporation of innovative processes, materials, media to transformative effect;
- 4.4.3.2. Evidence of excellence in creative activity appropriate for the specific unit or discipline, such as exhibitions, shows, performances, productions, and stage work;
- 4.4.3.3. Participation in critical reviews, juried exhibition;
- 4.4.3.4. Procurement of significant creative arts grants;
- 4.4.3.5. Inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim evidence of sustained commitment to excellence in creative practise over a number of years.
- 4.4.4. Nomination Process
 - 4.4.5. Nominations for each award can be made by any faculty member to the Senate Awards Committee.
 - 4.4.6. This committee will be chaired by the Vice-President (Academic & Research) and is a standing committee of Senate.

Forms and Tools

N/A