

---

# **EMPLOYEE EXCELLENCE AWARDS CRITERIA**



# Table of Contents

Outstanding Contribution - Individual ..... 1

Outstanding Contribution - Department ..... 1

Teaching Excellence ..... 1

Brian Thom Award ..... 2

Applied Research ..... 2

Leadership ..... 2

Team Collaboration ..... 3

Sustainability ..... 3

Inclusivity ..... 3

Service Excellence ..... 3

Wellbeing Champion Award ..... 4

Unsung Hero ..... 4

## Outstanding Contribution - Individual

This award recognizes an employee who surpassed the expectations of the Institute, its staff or students during the past year (April through March) by seizing an opportunity to do more than what was asked of them – going the extra mile – while demonstrating a positive attitude, using strong judgment, and utilizing good communication skills. Nominees must meet two or more of the following criteria:

- Overcame a significant obstacle and/or challenge to achieve a goal through perseverance and hard work;
- Achieved outstanding success despite a difficult circumstance and unforeseen problems;
- Provided excellent customer service outside the scope of usual roles and responsibilities;
- Demonstrated commitment through a significant contribution required for the success of a project or initiative;
- Dedicated personal time and effort to represent BCIT and enhance BCIT's reputation in the community;
- Made a significant impact on students, staff, departments or the Institute

## Outstanding Contribution - Department

This award recognizes a department that has surpassed the expectations of the Institute, its staff or students during the past year (April through March) by seizing an opportunity to do more than was asked of it – going the extra mile while demonstrating a positive attitude, using strong judgment, and utilizing good communication skills. Nominees must meet two or more of the following criteria:

- Overcame a significant obstacle and/or challenge to achieve a goal through perseverance and hard work;
- Achieved outstanding success despite a difficult circumstance and unforeseen problems;
- Provided excellent customer service outside the scope of usual roles and responsibilities;
- Demonstrated commitment through a significant contribution required for the success of a project or initiative;
- Dedicated personal time and effort to represent BCIT and enhance BCIT's reputation in the community;
- Made a significant impact on students, staff, departments or the Institute

## Teaching Excellence

The award recognizes teaching excellence by meeting one or more of the following during the past year (April through March):

- Communicates subject matter accurately, clearly and with enthusiasm; and presents, invites, and challenges multiple and balanced points of view;
- Plans and organizes all course material (e.g. course outlines, assignments, handouts, projects, evaluation plans) in way which adds significant value to the learner;
- Challenges, inspires and supports students to do their best work;
- Demonstrates knowledge of and a passion for the subject matter and ensures that information is leading edge and aligned closely with industry;
- Treats all students with respect and encourages and openly considers feedback;
- Uses effective teaching methods and techniques (including educational technologies);
- Responds appropriately to the individual needs of each student by being available and approachable for out of classroom consultation;
- Acts as a role model for personal and professional development;
- Established a positive, collaborative learning environment;
- Generates a desire for and continuous and lifelong learning;
- Acts as a valuable resource for students, colleagues and BCIT

## Brian Thom Award

This award is for teams or individuals who met one or more of the following criteria during the past year (April through March):

- Champions innovation in education to enhance instruction across the BCIT community;
- Develops processes to enhance teaching excellence at a departmental, school, or institute level and improves student outcomes;
- Finds innovative ways to enhance instruction within the BCIT community;
- Makes advancements in teaching accessible to the BCIT community;
- Acts as a prominent resource for members of the community seeking to improve their teaching

## Applied Research

This award recognizes outstanding contribution in terms of advancement of knowledge, or advancement of economic and/or societal well-being, through the development, application and/or implementation of technology. Nominees must have demonstrated several of the following during the past year (April through March):

- Conceptualization, development or implementation of an innovative product, process or technique
- Development of an innovative solution to a practical technical problem
- Development of a novel approach in how technology is applied and integrated
- The work has received widespread peer recognition or, the work has enhanced BCIT's public profile through a variety of means (media, published articles, etc.)

## Leadership

This award is for individuals who demonstrate [leadership competencies](#) in their role at BCIT and who have met one or more of the following criteria during the past year (April through March):

- **Inspires Shared Vision:** Displaying a clear understanding of BCIT's mission, vision and values. Using sound judgement in creating strategies and making decisions that are in the best interest of students, the team, the Institute and its stakeholders.
- **Delivers Quality and Excellence:** Translating vision and strategy into action by focusing on the execution of educational objectives and ensuring that outcomes are delivered with high standards.
- **Builds Talent:** Setting people up for success by providing clear expectations, enabling feedback, and development opportunities to help them excel in their current and future roles.
- **Fosters Collaboration:** Proactively building collegial relationships within the Institute and with external stakeholders by engaging others, building trust and creating alignment to maintain support for initiatives.
- **Champions Change and Innovation:** Leading and supporting innovative change by maintaining an awareness of trends, challenging current thinking and practices, and engaging in continuous improvement to support student success.
- **Mobilizes People:** Speaking up for the good of BCIT and building support for initiatives by communicating tactfully and in a clear and compelling manner.

## Team Collaboration

This award recognizes cross-functional groups, task teams or committees who met one or more of the following criteria during the past year (April through March):

- Participated in collaborative problem-solving;
- Used collaboration, consultation and synergy to build relationships within teams and outside of the team;
- Used interpersonal skills to build relationships that develop/maintain an environment of consultation;
- Embraced change as an opportunity for growth and innovation;
- Planned and implemented strategies that were in the best interests of the organization;
- Took a proactive and innovative approach toward finding long-lasting solutions to business challenges;
- Demonstrated a high degree of financial responsibility coupled with sound judgment

## Sustainability

This award is for teams or individuals who met one or more of the following criteria during the past year (April through March):

- Enhanced BCIT's position as a leader in environmentally sustainable practices;
- Served as a role-model and broadly influenced others to adopt green habits;
- Implemented new and effective green solutions at BCIT;
- Created cost-savings for BCIT through resource efficiencies and conservation;
- Contributed to the education and learning of our community in the areas of sustainability and environmental stewardship

## Inclusivity

This award is for teams or individuals who embraced the principles of the BCIT inclusivity philosophy by promoting a work environment that is collaborative, understanding and of mutual respect. Nominees must meet one or more of the following criteria during the past year (April through March):

- Took an active role in raising awareness and educating others about diversity and inclusion;
- Respected and valued differences and work to promote fairness and equity;
- Demonstrated formal or informal leadership by embracing inclusivity through positive interactions;
- Leveraged differences to develop a creative and innovative workplace

## Service Excellence

This award is for a team or individual who consistently meet one or more of the following criteria during the past year (April through March):

- Takes the initiative to improve the value and efficiency of the services they provide;
- Maintains a consistently high quality of service to Institute customers including students, faculty, staff, alumni, and external clients;
- Anticipates clients' needs and potential problems before they arose;
- Creates new, cost-effective and/or innovative methods for performing day-to-day operations Serves as role models to others through positive and productive client and colleague relationships

## Wellbeing Champion Award

This award is for teams or individuals who met one or more of the following criteria during the past year (April through March):

- Speaks candidly, listens actively, and responds empathetically;
- Promotes and participates in morale-boosting actions and activities;
- Promotes the application of best practices ;
- Consistently provides timely recognition of the effort and successes of others;
- Encourages and supports employee growth and development;
- Help employees develop necessary skills to make healthy choices e.g. promote challenges, contests, workshops, healthy practices etc.

## Unsung Hero

This award is for teams or individuals who met one or more of the following criteria during the past year (April through March):

- Consistently goes above and beyond without fanfare;
- Fills in when and wherever needed and always performs at a high level;
- Takes initiative to solve problems and improve work situations without being prompted;
- Demonstrates reliability, perseverance, and focus on results;
- Shows perseverance in dealing with matters of uncertainty, able to deal with stress effectively;
- Helps others by sharing knowledge of Institute practices and resources or job-related skills;
- Encourages and supports the continuous learning of others