

Freda Otchere Staff Recognition Award Guidelines

The Committee

The Staff Recognition Award Committee is established to set guidelines for the award process as necessary, to solicit nominations for the award, and to recommend recipients to the University Librarian. All determinations of the Committee are on the basis of consensus.

The composition of the Committee shall be:

- Manager, Office of the University Librarian
- Director of Employment and Organizational Effectiveness (or delegate)
- Development Officer, Advancement and Alumni Relations (or delegate)
- 2 Library staff members at large as appointed by the Manager, Office of the University Librarian (2 year term)

There is no limit placed on the number of terms that any one individual may serve.

Guidelines

All guidelines are in respect of the Freda Otchere Endowment agreement.

The Award is given each year to a Concordia University Library employee (full-time or part-time, permanent or temporary) who performs an outstanding service reflecting the values exemplified by Freda Otchere. The recipient of the award must have performed the outstanding service during the corresponding award year. The outstanding service must be in respect of the employment at Concordia University.

Each year, the Committee seeks nominations for the Award. The scope of eligible nominators is intended to be inclusive in recognition of the fact that Library employees serve a wide range of clientele (students, faculty, other university staff, representatives of external organizations, members of the general public), and any such clients may be aware of an employee's outstanding service. A nomination must be signed by a minimum of two nominators. The nominators do not solicit the nominee's acceptance.

The nomination of an active Committee member is not accepted, nor may a Committee member make a nomination. A Committee member willing to be nominated in any given year must withdraw from the Committee by the time that the Call for Nominations is issued. That individual resumes membership on the Committee in the following year if eligible. Another Committee member is appointed as a temporary replacement in the interim.

The Committee selects the potential Award recipient, and forwards the name, along with the reasons for the selection, to the University Librarian for approval. The Committee bases its selection on information provided in the nominations, and does not gather information directly from nominees. In assessing outstanding service, the Committee takes into consideration:

- the values exemplified by Freda Otchere, including honesty, courage, perseverance and integrity;
- the accepted values of Concordia University, including for example representativeness, responsiveness, fairness, equity, efficiency and effectiveness; and
- the nominees' opportunities for achievement.

As the Award is intended to encourage outstanding service among all employees, celebration of each year's award is essential. The Award will be presented each year at a ceremony. Granting of the Award is conditional upon the nominee's consent to be publicly named.

Award Process

Note that dates shown below are intended as targets. The Committee will choose actual dates for each year's calendar which can most effectively address the tasks while closely respecting these targets.

1. The Committee issues the Call for Nominations on **November 20**, with a nomination deadline of **December 18**. The Call for Nominations is distributed widely.
2. The Committee makes a recommendation to the University Librarian by end of December.
3. The Committee subsequently contacts the nominee to ensure that the nominee is prepared to be publicly named.
4. The Award Ceremony is held at a time, in the following year, when a majority of staff and other interested parties are expected to be able to attend. The Committee keeps in mind the date of January 22 (birthday of Freda Otchere).

Documents

Freda Otchere Staff Recognition Award Statement
Call for Nominations