

Freda Otchere Staff Recognition Award for Outstanding Service – 2024

The Award is given each year to a Concordia University Library employee who performs an outstanding service reflecting the values exemplified by Freda Otchere.

Criteria

- The recipient must be an employee (full-time or part-time, permanent or temporary).
- The recipient must have performed the outstanding service in respect of the employment at the University, during the corresponding award year.
- 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. Granting of the Award is *conditional* upon the nominee's consent to be publicly named.

Selection Process

- Nomination can be submitted through email.
- Nomination forms must be signed by a minimum of two nominators. Any person may serve as a nominator. The nominators do not solicit the nominee's acceptance.
- Nomination email must cc the second nominator and must contain all contact information requested on the form (not including signature). This information may be used to confirm identity.
- Nominations received by the posted deadline are reviewed by the Staff Recognition Award Committee. The Committee forwards its recommendation to the University Librarian for approval.
- Nominations must be submitted by **Thursday, December 12, 2024.**
- **Please submit forms, by email, to:**
 Lina Guerra, Chair, Staff Recognition Award Committee
 Lina.guerra@concordia.ca

Name of Nominee:

Nominator 1	Nominator 2
Name	Name
Email	Email
Telephone	Telephone
Signature	Signature



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Please provide a brief description of the nominee's outstanding service in support of the nomination (see **Criteria** on the other side of this form). You may attach any documents as desired.