

SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

Policy # 1-105 College and Community Recognition and Awards	
Classification: Section 1 – Board of Governors	
Approved by: Board of Governors	Date: June 27, 2012 (BoG June27-2012 #8)
Replaces: # 1-105, Board of Governors – Recognition (BoG Mar 7-2001 #3)	
Next Policy Review: June 2017	Responsibility: Board Executive Committee

Policy Statement

This policy establishes a formal approach to honour and recognize corporate and individual achievements through recognition and awards that are supported by the Board of Governors and/or the College.

General Principles

1. Award processes are guided by the College's mission and vision statements, values and core promise.
2. Employee contributions are recognized annually through a formal group of awards.
3. External award nominations should assist in achieving the strategic priorities of the College as well as strengthen community linkages.
4. Staff in the Marketing/ Communications departments provide assistance in the promotion and marketing of the awards and the award recipients.

Operating Procedure

The following awards/recognitions are under the auspices of the Board of Governors:

The Fleming Awards

1. Selection Committees are established for each of the staff recognition awards. Currently, there are two teaching-specific awards, two support-staff awards, and one each specific to leadership, teamwork and community service. The Board assigns a Governor to serve as the Board's representative on the Selection Committees.
2. The College staff member responsible for the Rewards and Recognition program is responsible for overseeing the process and the work of the Selection Committees.
3. The recommendations of the Selection Committees are presented to the Board standing committee with responsibility for human resource matters. Award recommendations are then presented by that Committee Chair to the Board, for approval, in the in-camera meeting, generally in April each year.
4. The Board Chair (or designate) presents the recipients of the two Teaching Excellence Awards with their awards at a June convocation ceremony. The President (or designate) presents the recipients of the remaining staff awards at a planned staff event.

Fellowship in Applied Education

The Award was created to recognize citizens who have demonstrated outstanding commitment to and concern for their local community, their country, or the world beyond.

The criteria and nomination/selection process for this Award is currently under review.

Valedictorian Award

1. The Board formally honours student valedictorians for their leadership and accomplishments. This recognition was established by the Board in 2001.
2. For each convocation ceremony in which a valedictorian has been selected in a process established by the College, the Board recognizes that individual at his/her ceremony. The Registrar's Office provides the Board Office with the names of the students to be honoured. A recognition certificate is prepared and signed by the College President and Board Chair. The names of the valedictorians are also listed in the Convocation program.
3. The Board Chair (or designate) presents the certificate and small gift to each valedictorian at the ceremony.

The following awards / recognitions are under the auspices of College Administration:

External Awards

1. Information outlining awards is released by the organizing body and may be received and/or accessed through any department or area of the College. Some examples of external awards are the Colleges Ontario (CO) Awards, the Premier's Awards for Outstanding College Graduates, the Association of Canadian Community Colleges (ACCC) Awards of Excellence, and the Ontario Volunteer Service Awards.
2. To ensure equal and fair access to a nomination process for external awards, key stakeholders are notified as the call for nominations become known; this includes but is not limited to the Executive Leaders Team, the Executive Committee of the Board, and the College's Advancement & Alumni Relations department.
3. Potential award nominees may be submitted to any stakeholder by any individual or department. The President (or designate) determines the nominations to pursue and identifies the individual or department who will prepare the submission in partnership with the nominator.
4. Nominations submitted on behalf of the College are signed by the President (or designate).

These forms of recognitions are not awarded by the Board of Governors and, therefore, do not require approval of the Board; the President informs the Board of Governors of successful submissions. It is recognized, however, that there may be occasions where Board endorsement of a nominee/s for a specific award is a requirement of the submission.

Other Internal Awards and Recognitions

1. Awards may be presented to *students* who achieve outstanding marks in specific programs or demonstrate a combination of high academic standing, leadership, service and/or all-around achievement. These include Academic Achievement letters, the Honour Roll and Academic Awards.

Procedures specific to the above-listed student awards are detailed in College Policy #5-504, *Recognition of Academic Excellence*.

2. The College may also recognize an *organization or partnership*. For example, the Earth, Wind, Fire and Water Award is presented annually to a College individual or group and an external individual or group who contribute to sustainable development of the four elements represented in the name of the award.

Other forms of recognition include letters of appreciation to outgoing members of program advisory committees (signed by the President on behalf of the Board), small gifts presented to governors upon completion of appointment, or certificates of appreciation to acknowledge a specific event.

3. Schools and departments who administer internal awards and recognitions follow specific guidelines; templates for letters and certificates have been developed to ensure consistency in both content and style and compliance with Fleming College corporate graphic standards.

These forms of recognitions are not awarded by the Board of Governors and, therefore, do not require approval of the Board.

Related Documents

- *Fleming College Rewards and Recognition Program*, approved by the Board of Governors November 28, 2007
- *Recognition of Academic Excellence*, Policy #5-504

Monitoring of Operating Procedure

Next Review: *June 2015*

Responsibility of:

- *Vice-President, Human Resources and Strategic Development* – The Fleming Awards
- *Board Executive Committee* – Valedictorian Awards
- *College Administration* – External Awards; Other Internal Awards and Recognitions

Procedure Review Summary: