

**Western Libraries Staff Recognition Award  
Terms of Reference  
April 2025**

**Purpose**

The Western Libraries Staff Recognition Award acknowledges and celebrates members of the Western Libraries community who have made exceptional contributions to the organization and who model and demonstrate core values like collaboration, trust, respect, integrity, innovation, teamwork, and leadership.

**Criteria**

All current full-time, non-student employees of Western Libraries are eligible for the award. The award may be given to an individual staff member for cumulative achievements or to a group or team for shared work on a project or service. Functional units are not eligible for the award. Members of the Senior Leadership Team and the award committee are also ineligible.

Nominations may be made based on achievements centred on a specific project or task or for a series of accomplishments over a longer period. Self-nominations are not accepted. Individuals who receive the award are ineligible for re-consideration for ten (10) years unless they receive the award as part of a team.

**Award**

Individual recipients will receive a certificate and a one-time monetary award of \$1,000. Teams will receive a certificate for each member and a one-time monetary award of \$3,000 to be split equally amongst the members, regardless of size or number. Payments will be processed through Western University's payroll system and will be subject to applicable deductions.

**Award Committee and Procedure**

The award is made once a year by the Vice-Provost and Chief Librarian on the recommendation of the award committee, composed of the Director of Operations (ex officio, chair), the Human Resources Coordinator (ex officio non-voting resource to the committee) and three (3) staff drawn from Western Libraries' employee groups. Service on the award committee is for one year, except for ex officio members. The Director of Operations will convene the award committee each year.

The call for award nominations will go out each year before the end of January. The Director of Operations will receive nominations and will ensure there are no conflicts of interest before sharing them with the award committee. Following deliberations, the award will be announced and presented before the end of that academic year.

Nominations should be submitted in writing, attesting to the employee's/employees' contributions. Additional letters of support are not required but may be solicited by the person making the nomination. Nominations may not be anonymous.

To prevent embarrassment, nominators are asked not to inform individuals or groups that their names are being put forward.

The committee may recommend that the award not be given in a certain year. The committee may also develop forms or tools to simplify the nomination and submission process. Anyone making a nomination will be notified about the ultimate status of their nomination before the award is publicly announced.

These terms of reference will be reviewed by Management Committee every three years and may also be updated as necessary.

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