Awards and recognition process for ITS staff and leadership

University of Toronto employee awards are an opportunity to recognize excellence and support team building within your division. When you are nominating an ITS employee for an award, please review the award opportunities, writing tips and submission process outlined below.

Review the award opportunities

There are opportunities to nominate colleagues for awards throughout the year. Refer to the links below for specific dates and deadlines. Please note that the timing for these award opportunities may fluctuate from year to year.

Simcoe Hall Vice-Presidential Staff Award

The Simcoe Hall Vice-Presidential (SVP) Staff Award recognizes outstanding contributions by staff (confidential, unionized or professional and managerial at any level) who work in service of the President's Office, the Division of the Vice-President & Provost, a vice-presidential division (where the vice-president is a member of Simcoe Hall Vice-Presidents) or the Office of the Governing Council.

VPOREP Awards

The Vice-President Operations & Real Estate Partnerships (VPOREP) established the annual Staff Achievement Awards Program to recognize exceptional staff contributions to the success of their particular unit, the OREP portfolio and/or the University. The program provides OREP with an opportunity to thank staff for the valuable work performed throughout the year.

Excellence Through Innovation Award

The Excellence Through Innovation Award (ETIA) program recognizes exemplary administrative staff and librarians and provides a platform for sharing outstanding practices across our campuses. ETIA is an opportunity to acknowledge and celebrate 'above-and-beyond' contributions towards the University's mission as one of the world's foremost research-intensive universities, driven to invent and innovate.

Exemplary U of T Ambassador Awards

The Exemplary U of T Ambassador (EUTA) Awards recognize outstanding service by librarians and staff at any level of the University. The EUTA Awards are an institutional program that celebrates staff and librarians who have furthered the strategic priorities of their unit, department, faculty or division, and made a significant and positive impact on the University.

Pinnacle Awards Program

The Pinnacle Awards Program recognizes exceptional contributions by administrative staff, faculty and librarians. The program includes:

The President's Excellence Award

The President's Excellence Award recognizes administrative staff (unionized and non-unionized) and librarians for their outstanding service to the University and their role in enhancing the University experience.

The Chancellor's Leadership Award

The Chancellor's Leadership Award recognizes administrative staff (unionized and non-unionized) and librarians who demonstrate outstanding leadership and significantly advance the University's mission.

The Ludwik & Estelle Jus Memorial Human Rights Prize

The Ludwik & Estelle Jus Memorial Human Rights Prize is presented annually to recognize exceptional contributions by administrative staff, librarians, faculty members and students who have consistently made positive and lasting contributions in the areas of scholarship, service to others, and/or action against discrimination.

Write your nomination

Begin developing your nomination about five weeks before the due date. When you're ready to nominate a colleague for an award, consider the following tips for writing a compelling nomination:

CANDIDATE SELECTION

- Ensure that your nominee meets the eligibility criteria. Look up previous award winners if you're unsure.
- Consider whether your nominee has completed projects or tasks that have a clearly demonstrated importance to the team or division.
  - If there are major milestones or impacts expected later on, it may be beneficial to wait until a future award cycle.
- Note as many achievements as possible for awards that ask for "one or more" achievements.

LANGUAGE AND EDITING

- Be specific and give examples relevant to the selection criteria.
- Make sure your copy is easy to read, follows a logical flow and incorporates impactful words.
- Stick to the requested word count.
- Ask a colleague to proofread your draft and suggest edits for clarity.

LETTERS OF SUPPORT

- If letters of support are required, solicit letters from diverse sources, including people outside the nominee's unit if possible.
- Confirm that the writer knows the nominee personally and can directly speak on their accomplishments, including personal observations about the nominee's work and its impact.
  - You can provide a list of points you would like the writer to touch on as a prompt.
- Include quotes from other colleagues/clients as appropriate.

Submit your nomination

Once you've written, proofread and edited your nomination, please complete the following steps:

STEP 1

Send your nomination to the Chief Information Officer (CIO) for review and vetting.

STEP 2

Once the CIO has reviewed and vetted your nomination, send it to the Senior Vice-President, OREP and Director, OREP for awareness and stewardship.

STEP 3

Once you've completed the above steps, you're ready to submit your nomination to the appropriate contact. Check the relevant awards page for the nomination email contact.