

SUBJECT
Meritorious Recognition
BACKGROUND

Northern College wishes to recognize the meritorious contributions of employees, students, and community members who have helped to build our College campuses.

POLICY

Northern College will recognize the contributions of employees, students, and community members in a manner that is respectful and equitable by offering Meritorious Recognition.

PROCEDURE

1. Each campus will have a Wall of Honour for the purpose of meritorious recognition. The design of the walls for each location will be initiated and approved by the Senior Management Team. The location of the Wall will be at the discretion of the Campus Manager.
2. Nominations will be received at each campus for individuals – students, employees, and community members – for meritorious recognition.
3. Nominations must be made by submitting a completed Meritorious Recognition Form to a Campus Manager. Nominations will be accepted throughout the year.
4. Meritorious Recognition Forms are available online: Northern College website, Noraction, or mynorthern.ca.
5. Nominations will be reviewed by the Meritorious Recognition Committee at the respective campus.
6. The Meritorious Recognition Committee will be comprised of the Campus Manager, a Human Resource Services representative, and others as determined by the Campus Manager. The Committee shall have no more than eight (8) members at a time and will have at least one representative from the Faculty and Support Staff groups.
7. The Nominator may be invited to present their nomination to the Committee. However, the Nominator may not participate in the final discussions or recommendation.
8. Campus Managers shall call a committee meeting upon receipt of a Meritorious Recognition Form.
9. Based on the unanimous recommendations of the Committee, the Human Resource Services representative will forward the recommendation to the Senior Management Team for approval.
10. The Senior Management Team will review each application within 30 days of receiving the recommendation.
11. Upon approval, the Campus Manager will contact the Nominator and proceed with organizing an appropriate and agreed upon ceremony to present the award.
12. A plaque will be created and posted on the Wall of Honour at the appropriate campus.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
05-01-2015	N/A	05-01-2019		D8.23	1 4

SUBJECT
Meritorious Recognition

13. If a recommendation does not receive approval the Campus Manager will contact the Nominator to inform them of the decision. Applications may be resubmitted at a later date.

NOMINATION CRITERIA

1. Nominations may be made in recognition of former Northern College students and employees who have made extraordinary contributions to furthering the College's vision and mission and who clearly exemplify the values of the College.
2. Nominations may be made in recognition of a member of the community at large who clearly exemplifies the values of the College and who has demonstrated commitment to education and development at the College.
3. Nominations may not be made for individuals who are currently studying at or employed by Northern College.
4. Members of the community at large or volunteers can be affiliated with the College when receiving Meritorious Recognition.
5. Nominations may not be made solely for financial contributions.

APPROVED BY PRESIDENT:

Fred Gibbons

Date

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
05-01-2015	N/A	05-01-2019		D8.23	2 4

MERITORIOUS RECOGNITION FORM

The written submission must specifically speak to the following criteria:

- Nominations may be made in recognition of a former Northern College student or employee who has made an extraordinary contribution to furthering the College's vision and mission and who clearly exemplifies the values of Northern College.
- Nominations may be made in recognition of a member of the community at large who clearly exemplifies the values of the College and who has demonstrated commitment to education and development at the College.

Please complete all sections of this form and print clearly

Name of Nominee: _____

Nominee's Telephone Number: _____

Student

Employee

Community Member

Connection with the College: _____

Name of Nominator: _____

Nominator's Campus: _____

Two (2) supporters are required for Meritorious Recognition:

Supported by: _____

In what specific way has this person made an extraordinary contribution to furthering the College's vision and mission?

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
05-01-2015	N/A	05-01-2019		D8.23	3	4

In what specific way has this person exemplified the values of the College and demonstrated commitment to education and the development at the College?

Please attach any relevant documentation supporting the nomination criteria. This form must be submitted to your Campus Manager. Please refer to the Meritorious Recognition Policy.

RECOMMENDATIONS AND APPROVALS

Recommended by Campus Manager: _____
On behalf of the Nominating Committee

Approved by: _____
On behalf of the Senior Management Team

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
05-01-2015	N/A	05-01-2019		D8.23	4	4