



## **SAMU Full-Time Employee of the Year Terms of Reference**

### **Award Description**

This award is presented to an employee who has demonstrated an outstanding contribution to SAMU through their vision, dedication to students and/or staff, and commitment to the long-term success of the organization.

One award is available each year. Presentation of the award occurs at SAMU's annual recognition event.

The successful nominee receives \$250 and a certificate of achievement.

### **Eligibility**

Nominees must be current full-time SAMU employees.

The General Manager and Executives are not eligible.

### **Criteria**

Nominees actively help SAMU achieve its goals.

Nominees support students and fellow employees.

Nominees focus on realizing the SAMU guiding principles, mission, vision, and strategic plan.

### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees, MacEwan University students, faculty, or staff, or other persons knowledgeable on the employees' contributions and commitment to SAMU.

The General Manager and Executive Committee considers written nominations. Input is also solicited from the employee's direct supervisor.

The final decision on who receives the award is made by the General Manager and the Executive Committee.