UNIVERSITY OF
TORONTO

Excellence Through Innovation Award
Program Details

This document covers the following:

- Program Overview
- Committee Assessment Criteria
- Eligibility and Program Guidelines
- The Review Committees

This program acknowledges administrative staff members' innovation and 'above-and-beyond' contributions towards the University's vision to be one of the world's foremost research-intensive universities and an institution that nurtures the creative and analytical capacity of its students at all levels.

Advancement Professionals, Confidential and Professional & Managerial staff, Research Associates and Senior Research Associates and Unionized administrative (non-academic) employee contributions will be assessed as either a team member or as an individual contributor.

Program Overview

The **Excellence Through Innovation Award** recognizes innovation and significant contributions towards one or more of the following strategic objectives:

1. Enrich the Student Experience
2. Promote Equity and Diversity in All of Our Activities
3. Enrich the Employee Experience
4. Elevate Administration and Operational Processes Through Innovation
5. Foster Community Connection Through Innovative Services

Committee Assessment Criteria

Individuals and / or Teams considered for this award will have made a significant innovation or contribution that directly supports the achievement of the University's strategic objectives outlined above. The impact of the action should extend beyond the immediate work unit and have some effect on the broader University Community, making a measurable or demonstrable impact.

The level of contribution should be considered in relation to the scope of nominees' position(s). The Review Committees will first assess each nomination on the innovative nature of the project or idea in the context of the Division and / or University along with at least two of the following assessment criteria:

Transferability - the potential for use of the innovation / project / technique/ idea at other locations within the University. How easily could another Division / Department adopt it?

Quality Impact - the extent to which the innovation / project / technique / idea has contributed to an improvement in quality of service delivery and / or of the environment, and / or of working

conditions as measured or as perceived by the staff, client / end user.	
Productivity Impact - the extent to which the innovation / project / technique / idea has contributed to improvements in productivity at Department / Division (e.g. number of transactions eliminated relative to baseline numbers, etc.).	
Cost saving - the extent to which the innovation / project / technique / idea has contributed to meaningful cost saving at Department / Division or the University level (e.g. dollars saved relative to previous costs; additional revenues relative to base revenues, etc.)	
Transformative Value - the extent to which the innovation / project / technique / idea contributed to a transformation of a service, Department, Division or the University (e.g. Was there a cultural shift; impact on strategic direction, empowerment of employees, etc.).	

Eligibility and Program Guidelines

Each nomination will be subject to the following guidelines in determining eligibility under the Program:

- Advancement Professionals, Confidential and Professional & Managerial Staff and Unionized administrative (non-academic) employees are eligible for both individual and team contribution nominations.

- Any staff member may nominate individuals / teams for the award. Nominees considered for this program are in good standing and should be demonstrating a high standard of performance in their daily responsibilities, therefore **nominators who are not an individual's direct supervisor** should contact the supervisor to discuss the potential nomination prior to submitting.

- Individuals can be nominated and recognized for more than one accomplishment; however, only one gift will be awarded.

Examples of successful past nominations that demonstrated contributing behaviours towards the University's strategic objectives, can be found below or please refer to last year's Excellence Through Innovation Award project profiles available on the Awards & Recognition section of the HR & Equity website.

U of T's Strategic Objectives	Examples of Contributing Behaviours
1. Enrich the Student Experience	• Uses resources to ensure that every student has the opportunity for a unique, well-rounded experience at the University and in the communities of which we are a part. • Enhances the experience of community for students and enhances student services in response to students' diverse needs. • Improves institutional supports for students with learning challenges, with the goal of ensuring that accessibility is maintained for all meritorious students. • Contributes to making participatory learning experiences and learning communities available to students.

	• Improves communications and student services through use of web services and technology. • Helps students to have better and more refined access to information about their courses, divisions, and university communities in which they wish to participate. • Develops and / or enhances interdisciplinary programs and student academic experiences.
	Examples of past award recipients: ***Campus Room Finder (2013)*** ***Department of Family and Community Medicine (DFCM) Open (2013)*** ***Degree Explorer Project (2013)***
2. Promote Equity and Diversity in All of Our Activities	• Takes actions to ensure student body, scholarship, academic programs, staff and faculty reflect the diverse local and global communities of which we are a part. • Helps the University serve as a model of diversity and inclusivity for the global community. • Ensures that our practices and policies support equity, diversity and inclusivity.
	Example of past award recipient: ***Rise Youth Small Business Program (2013)***
3. Enrich the Employee Experience	• Recruits faculty and staff that are attuned to the ethos of our student-centered research university. • Supports and promotes initiatives that orient, develop, mentor and retain faculty. • Employs techniques that further our efforts to retain, recognize, mentor, support and promote excellent staff. • Endorses and promotes programs that improve the work environment and fosters a work environment that ranks among the finest in the country. • Enhances our efforts in the area of staff and faculty development.
	Example of past award recipient: ***Staff IMPACT Awards Program Recognition Event***

4. Elevate Administration and Operational Processes Through Innovation	• Advances the University's mission through effectively allocating and generating resources. • Uniquely maximizes or transforms administrative or operational processes, systems and resources. • Innovatively bring together information or services that better support our students and faculty in terms of teaching and scholarship.
	Examples of past award recipients: *Academic Offence Tracking Tool (AOTT) (2013)* *Smart Irrigation (2013)* *Sakia Process Management Software Tool for Academic QA (2013)* *OISE Teaching Assistant Database System (2013)*
5. Foster Community Connection Through Innovative Service	• Demonstrates commitment to public advocacy and advancement. • Ensures faculty and students from multiple campuses can be engaged in initiatives that span across more than one campus and those that are unique to individual campuses. • Identifies opportunities for community-based experiential learning for our students. • Enhance collaborations and promote recognition of the diversity of the University community • Humanizes the University through efforts that enrich the community and make the GTA a better place to live
	Example of past award recipient: *Global Dialogue on the Future of Iran (2013)*

The Review Committees:

1. **ETIA Advisory Committee**. The committee conducts initial screening of all the nominations and selects nominations to be reviewed by the ETIA Executive Committee
2. **ETIA Executive Committee**. The committee reviews the pre-assessed nominations and approves the final selection of recipients.

All award-winning individuals and teams will have their submission reviewed by a panel of the University's senior leadership team. There, the submissions will be reviewed to see how we can take some of these great ideas and adopt them elsewhere at U of T.