



Awards Policies & Procedures

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**PREAMBLE**

Saitsa supports SAIT students throughout their pursuit of higher education; the development and distribution of awards are one of the avenues Saitsa utilizes to achieve this objective. Saitsa is committed to celebrating those who encompass and embrace the spirit of what it means to be a member of the SAIT and Saitsa communities. Awards provided through Saitsa’s Awards Program recognize students and SAIT instructors and staff who demonstrate a commitment to building a community where students are inspired to learn, lead and be exceptional.

**MISSION**

To recognize students, apprentices, instructors and staff in the SAIT community who strive to contribute to a campus-community that fosters advocacy, leadership, philanthropy, and community spirit.

**VISION**

To encourage SAIT students and staff to help themselves while helping others.

**DEFINITIONS**

*Advocacy*

The act of supporting, recommending and/or arguing in favour of something such as cause, idea or policy.

*Award*

A generic term that describes a monetary value that may be presented to a person or club based upon specific criteria.

*Awards Selection Committee (ASC)*

This committee is responsible for selecting award recipients based on the merit of the applicant and their relevance to specific application criteria. The committee is comprised of the Executive Council and Saitsa staff.

*Community Spirit*

A student’s experience at SAIT should be about more than just academic performance; Saitsa strives to enhance the student experience by providing services, programs and opportunities for networking and personal development. Community spirit involves an individual’s desire to make their own, and others’, experiences at SAIT even more memorable, meaningful, and enjoyable.

### *Good Standing*

A student who has not been placed on academic or non-academic probation, has not academically withdrawn, and who has complied with all of his/her specific obligations as defined by SAIT.

### *Instructor & Support Selection Committee*

An ad-hoc committee, chaired by the VP Academic, and comprised of a minimum of five Directors or students-at-large. Executive Council, other than the VP Academic, cannot sit on this committee.

### *Leadership*

While hard to define, effective leaders tend to lead by example and demonstrate exemplary qualities of integrity, honesty, creativity, dedication and humility while attempting to achieve an established goal and/or vision through the work of a team and/or committee.

### *Keystone Awards*

Saitsa's Keystone Awards have been developed to honor and recognize individuals who have had significantly contributed to Saitsa's mission and vision. The Keystone Awards are as follows: DC Fleming, JM Parker, Therese Murray, and the Marcel Carpenter awards.

### *Philanthropy*

The practice of volunteering your time, talent, funds and/or energy to a cause.

### *SAIT Community*

The larger SAIT Community includes students, volunteers, instructors and staff who work full or part-time for SAIT or Saitsa. While Saitsa staff and members (students) are a part of the overall SAIT community, in the context of the Marcel Carpenter award, SAIT Community strictly refers to those who are directly employed by SAIT.

### *Saitsa Community*

The Saitsa Community is encompassing of all Saitsa members, staff and supporters. To be a member of the Saitsa Community simply means that one supports Saitsa in its efforts to develop a community where students are inspired to learn, lead and be exceptional.

### *Saitsa Member*

A student currently registered at SAIT who has paid their Saitsa fees in full, as described in the "Tuition and Fees" section of the SAIT Academic Calendar.

### *Student at Large*

A fee-paying member of Saitsa who is appointed to a committee or board.

### *Volunteer Hours*

In order to be eligible for certain awards, an applicant must have documented volunteer hours with Saitsa. Applicants should track the time they spend officially volunteering for Saitsa, and periodically cross-reference their hours with Saitsa's Student Experience department throughout the year.

## **POLICY STATEMENTS**

- 1.0** Saitsa awards are intended to honor and acknowledge those in the SAIT and Saitsa communities who have demonstrated initiative towards improving the SAIT student experience at every opportunity. In order to apply for and/or receive awards, students must be in good standing, as defined by SAIT.
- 2.0** Awards have been developed to acknowledge and reward members of our community, while also addressing specific needs in the community and promoting Saitsa's Strategic Plan. Saitsa recognizes that a revision of the awards program will be required within six (6) months of the approval of a new strategic plan.
- 3.0** New awards must be approved by the Board of Directors and cannot exceed the monetary value of the Keystone Awards.
- 4.0** Award eligibility and selection criteria will not include any condition defined as discriminatory under the Canadian Charter of Rights and Freedoms or the Alberta Human Rights and Multiculturalism Act except when the award or condition, at the time of establishment, can be reasonably viewed as intended for the benefit of the members of a disadvantaged group.
- 5.0** The application process for some awards may require the applicant to provide sensitive information; Saitsa will honour individual's rights to confidentiality.
- 6.0** Monetary awards exist to reward and supplement, not replace, funds available through work, savings and assets, government student loans and grants, and family/resources/income.
- 7.0** Saitsa values and appreciates all those who apply or who are nominated, however, each award will be awarded to the individual or club who meets the criteria to the greatest degree compared to other applicants/nominees.
- 8.0** In order to continually recognize those who have contributed to improving the SAIT student experience and to cultivate institutional memory, Saitsa will maintain a database of previous award recipients.
- 9.0** The discontinuation of any award requires Board approval.

## **PROCEDURES**

### **1.0 Establishment of Awards & Amendments**

**1.1.** Each award must have a:

- a. title
- b. historical or strategic context
- c. detailed application/nomination & selection criteria
- d. monetary value (when applicable)
- e. determinate number of awards to be distributed

**1.2.** Awards must be classified under one of the following:

- a. Keystone: advocacy, leadership, philanthropy or community spirit
- b. Student Experience
- c. Perseverance/Determination
- d. Visionary/Strategic Plan
- e. Instructor & Supports Recognition

**1.3.** In order for a new award to be established as part of the Saitsa Awards Program, an award must meet the following criteria:

- a. Proposed awards must meet a need that is not currently being met by existing awards.
  - i. A needs assessment must be conducted.
- b. The proposal must indicate what award category it belongs to and why, and all other information detailed in Awards procedure 1.2.
- c. The proposed award must be presented to the Governance and Advocacy Manager for review.
- d. The Governance and Advocacy Manager will then present the proposal to the Governance Committee for final review, and then to the Board of Directors for approval.
- e. Successful proposals will be added to the Awards program; only when there is sufficient time to promote the new award will it be included in the current academic year's award program.

**1.4.** The Awards Selection Committee is responsible for presenting recommendations and proposed changes to the Saitsa Awards Program to the Governance and Advocacy Manager no later than four (4) weeks following the Awards Banquet.

### **2.0 Award Values**

**2.1.** A change in value to an existing award, must be approved by the Executive Council:

- a. The Executive Council must determine whether the change in value is reasonable and sustainable under the current funding model.
- b. Proposed value or changes to current value must take into account a potential change to other award values to reflect the established hierarchy (referenced in Policy: 3.0).

### **3.0 Applicant & Nomination Processes**

- 3.1. Awards applications/nominations will close February 15 and will reopen the first day of the Spring Semester.
- 3.2. Students are to apply or submit nominations for awards online at [www.saitsa.com](http://www.saitsa.com) prior to the deadline.

### **4.0 Recipient Selection**

- 4.1. The Awards Selection Committee (ASC) is comprised of the following:
  - a. VP Student Life - Chair
  - b. President
  - c. VP External
  - d. VP Academic
  - e. Two (2) Saitsa staff - appointed by the Executive Director
- 4.2. As defined in Saitsa's Bylaws, a conflict of interest may be real, perceived or potential. Should a conflict of interest arise during the selection process, it must be declared by the affected member:
  - a. If required, a member may be replaced by another Saitsa staff member at the discretion of the Executive Director.
- 4.3. The ASC must use the criteria within the description of the award to determine the nominee's or applicant's eligibility:
  - a. The applicant must meet the minimum criteria to be considered further;
  - b. Recipient selection may be based on a ranking of number of volunteer hours, an assessment of responses on the application, a defined rubric or a combination of these.
- 4.4. A student must be in good standing to receive an award:
  - a. The ASC is to contact SAIT Records department to ensure the good standing of those selected to receive an award;
    - i. There are various reasons why SAIT may declare a student as "not in good standing"; the ASC should contact the student to let them know of their current standing with SAIT and provide the student an opportunity (less than 1 week) to remedy the classification;
    - ii. In the case of a student not being in good standing, and unable to remedy the classification, another applicant must be considered, and their status reviewed.
- 4.5. All award recipients, and those nominated for the Marcel Carpenter Award, are to be invited to the Awards Banquet, and must be provided a minimum of two (2) weeks' notice.
  - a. The ASC will forward a list of invites to the organizer of the awards banquet.
  - b. The organizer of the awards banquet has the discretion to fill vacant seats.

- 4.6. Reasonable efforts will be made by the awards banquet organizer to contact individuals or the families of the DC Fleming, JM Parker, Therese Murray and Marcel Carpenter awards, and are to be invited to the Awards Banquet with a minimum of two (2) weeks' notice.

## 5.0 Award Recipients

- 5.1. Recipients may be requested to voluntarily provide their Social Insurance Number to ensure compliance with Canada Revenue Agency regulations.
- 5.2. Recipients will be invited to the banquet no later than two (2) weeks prior to the Awards Banquet.
- 5.3. Saitsa will publish a list of all recipients and nominated instructors and post it for public access:
  - a. Should a student or SAIT instructor/staff not wish to be listed publicly they must provide notice immediately upon being notified of their successful application/nomination.
- 5.4. A summary of the achievements/accomplishments of the recipients will be announced during the Awards Banquet:
  - b. Confidential/private information pertaining to finances or personal circumstances will not be included in the announcement or any public posting.
- 5.5. Award cheques will not be reissued six (6) months past the date of issuance.

## AWARD LISTINGS

### 6.0 KEYSTONE AWARDS

A keystone is considered an essential component to the optimum maintenance of a structure or system; Saitsa cannot achieve its mission without the keystone values and ideologies of: advocacy, leadership, philanthropy, and community spirit. It is through our volunteers, staff, services, programs and operations that Saitsa exemplifies these values and ideologies. The Keystone Awards are the most coveted of all Saitsa awards and honour those who have helped support Saitsa in its efforts to provide the best possible experience for all SAIT students. An individual is eligible to receive one of each Keystone Awards once every ten years, with the exception of the Marcel Carpenter Award, which can be won numerous times.

#### 6.1. Advocacy

**DC Fleming Award - \$1,000 - 1 recipient/year**

**Essay submission (500-word max) & letter(s) of reference**

##### History

From 1934-1968 Donald C. Fleming worked at SAIT in a variety of roles; starting at SAIT as an instructor, Fleming worked to become the head of the Electrical Department



and ultimately held the position of Principal of SAIT from 1964-1968. During his time at SAIT, Fleming tirelessly advocated for SAIT students to industry and community leaders about the true value of a SAIT education; Fleming fought to ensure that a SAIT education was treated equal-to or greater-than an education from a university. Since 2001, Fleming's significant commitment to advocating for SAIT students has been recognized by Saitsa through the presentation of this award.

#### Application Criteria

To be eligible for this award a student must be able to demonstrate significant involvement in advocacy initiatives that raised awareness around issues that affect SAIT students; advocacy initiatives may be classified as individual initiatives and/or Saitsa sponsored events. Examples of advocacy initiatives that impact students include, but are not limited to: affordable housing, rising costs of post-secondary education and financial aid, public transportation, security on campus, access to mental health services, etc.

Applicants are required to submit a minimum of one, and maximum of three, reference letters.

#### Selection Criteria

Recipients of this award will have demonstrated concern and contribution to the advancement of student issues/concerns. Preference may be given to an applicant who has contributed volunteer hours to Saitsa's advocacy initiatives and services such as the Student Support Centre.

## **6.2. Leadership**

**JM Parker Award - \$1,000 – 1 recipient/year**

**Essay submission (500 words max) & letter(s) of reference**

#### History

Established in 2001, this award recognizes James Merv Parker's outstanding commitment to student leadership. For twenty-nine years, first as a Metals Instructor and later as the Assistant Director of Student Services, JM Parker was much admired by Saitsa's student leaders. This award serves to recognize those students who have shown great dedication to the SAIT community through student leadership.

#### Application Criteria

Only those who are currently a member of the Saitsa Board of Directors (BOD) are eligible to apply for the JM Parker Award. Applicants must have met their explicit obligations for being a Director, and demonstrate that they meet for the following criteria:

- Constantly improves the SAIT student experience;
- Fosters connections and collaborative practices between peers, groups and/or the Board;

- Respectfully acknowledges and appreciates the perspectives and backgrounds of others;
- Inspires, encourages, supports and recruits other future leaders;
- Engages in leadership opportunities outside of the Board.

Applicants are required to submit a minimum of one, and maximum of three, reference letters.

#### Selection Criteria

The Manager of Governance & Advocacy, in consultation with the Neutral Facilitator, shall be provided all applications and is required to select up to three finalists based on the criteria of the award. The final selection of a recipient is to be made by the ASC. Preference may be given to those who have actively pursued opportunities for further engagement with the BOD and its committees, and to those who have volunteered their time to Saitsa events and programs that promote leadership, such as Saitsa's Elections, Board recruitment and engagement, Club Executive position(s), etc.

### **6.3. Philanthropy**

#### **Therese Murray Award - \$1,000– 1 recipient/year**

#### **Essay submission (500 words max) & letter(s) of reference**

#### History

Established in 2001, this award honors a treasured alumni of the SAIT community, Therese Murray. Through years of dedication and commitment to improving the SAIT student experience, Therese was involved in many initiatives that led to improved campus life experiences. Most notably, Therese was a member of the Disability Awareness Committee from 1989-1991; the committee won an award for their efforts towards improving accessibility on campus. The wheelchair ramps, automatic doors and Braille around campus are still with us today. Saitsa applauds the selfless philanthropic efforts of individuals such as Therese Murray through this award.

#### Application Criteria

In the spirit of Therese Murray, this award is presented to an individual whose donation of time, talent and/or funds contributes to the betterment of the SAIT community. While contributing to something greater than themselves, the recipient works selflessly to address the root causes of social issues experienced on campus such as: accessibility, social inequality, environmental, educational, economic, physical or mental health, economic, racial, etc. Applicants are to identify:

- what social/systemic issue they have dedicated efforts to
- why it is important to them
- what their contributions have been to the issue (time, talent and/or funds) and their perceived impact; and
- how their efforts have contributed to creating a more inclusive, welcoming, or accessible campus.

Applicants are encouraged to indicate what, if any, Saitsa or SAIT resources they have utilized to support their philanthropic efforts. Applicants are required to submit a minimum of one, maximum of three, reference letters as well as any additional supporting documents.

#### Selection Criteria

Recipients of this award will have clearly demonstrated a passion towards contributing to a cause that is greater than themselves, and who have clearly demonstrated how their selfless efforts have positively impacted the SAIT community. The ASC is to heavily consider the combined total of time, talent and/or funds the individual has committed to the cause. Preference may be given to those who have utilized Saitsa or SAIT resources to support or promote their cause, and the impact it has had within the SAIT community.

#### **6.4. Community Spirit**

**Marcel Carpenter Award – no monetary value – 1 appointed recipient/year**

**Nomination**

**Impact Statement (250 words max)**

#### History

Since 1986, Marcel Carpenter has demonstrated outstanding dedication to both SAIT and Saitsa; since 1990 Marcel has been an instructor and coordinator for SAIT and an advisor and mentor to the Saitsa team. This award was first established in 2001, and while 2016 marked Marcel's official retirement from SAIT, his spirit and dedication to the SAIT and Saitsa communities will continue to be recognised through this award. This award is presented to a SAIT staff or instructor who has demonstrated outstanding dedication to Saitsa and the SAIT community. The award intends to recognize those in the SAIT community who contribute to enhancing the community spirit on campus by being actively engaged in the promotion of Saitsa services, programs, operations and elections.

#### Nomination Process

Any Saitsa or SAIT community member may nominate an individual who they feel demonstrates exceptional commitment to collaboration, networking, community building and/or mentorship with Saitsa. The nominator must provide an impact statement that briefly explains the impact that the nominee has had on the SAIT and Saitsa relationship.

#### Selection Process

The ASC will take into consideration the number of years the nominee has been involved with Saitsa, whether or not they have previously received the award, and request testimonials from Saitsa staff who have worked closely with the nominee. If required, the nominator will be contacted for further information.

## **7.0 STUDENT EXPERIENCE AWARDS**

Saitsa strives to ensure the experience of every SAIT student is enhanced through our programs, services and operations; from the ground up, Saitsa is run by and for SAIT students. While we have a team of dedicated full-time staff to ensure continuity and successful implementation of the strategic plan, all that Saitsa offers would not be possible without our passionate and enthusiastic volunteers and participants. The following awards recognize the significant impact that students, volunteers and clubs have within Saitsa.

### **7.1. Volunteer of the Year Award - \$750 – 1 recipient/year Personal Impact Essay (250 words max)**

#### History

Since our inception, Saitsa has relied on volunteers to help run our events, programs and services; to put it simply, volunteers enhance Saitsa's ability to fulfil our mission and vision. Students volunteer for a variety of reasons, some want to contribute to their community, others wish to meet new people and make friends, while others want to develop their skills and build their resume. Whatever their reason, what unites all our volunteers is that they passionately contribute their time and energy to Saitsa because they find it both challenging and rewarding. The Volunteer of the Year Award serves to recognize an individual who has significantly impacted Saitsa through their contributions of both their time and energy. The Volunteer of the Year is an outstanding volunteer who has made meaningful contributions and is celebrated for their lasting impact they have had on Saitsa and the SAIT community.

#### Application Criteria

This award recognizes an individual who has contributed a minimum of 100 volunteer hours to Saitsa within the current academic year. Applicants should indicate how their volunteerism with Saitsa has contributed to positive and meaningful impact both within themselves and the SAIT community. Applicants must indicate their current number of Saitsa volunteer hours; they can also estimate how many additional hours they plan to contribute before the end of the academic year. Applicants can also indicate how many volunteer hours they have contributed to Saitsa in previous academic years and other volunteer initiatives they have contributed to.

#### Selection Criteria

The Saitsa Volunteer Coordinator is to be provided all applications by the Chair of the ASC and is to narrow down the top three to five applicants based on the criteria for the award. The final selection of a recipient is to be completed by the ASC. Final selection is to be based on the number of volunteer hours and the stated impact their volunteerism has had on the applicant's experience as a SAIT student. As Saitsa encourages volunteerism of all kinds, preference may be given to an individual who also demonstrates volunteer commitment to initiatives outside of Saitsa and the SAIT community.

## **7.2. Apex Awards - \$500 – 8 individuals/year Summary Essay (250 words max)**

### History

Since 2001 Saitsa has been awarding Saitsa members who have demonstrated outstanding commitment to Saitsa's mission to foster a community where students are inspired to learn, lead and be exceptional. Previously known as the Gold, Silver and Bronze awards, the Apex Awards celebrate the cream of the crop, and demonstrate a pinnacle of commitment to Saitsa. Commitment comes in many shapes and sizes; from volunteers, to the Board of Directors, Weal writers, part-time staff and participants, everyone is a fundamental component of the efficient and effective functioning of Saitsa.

### Application Criteria

Intended to reward anyone who demonstrates outstanding commitment to Saitsa, applicants of this award may be volunteers, Weal contributors, Directors, club members, or simply fans of Saitsa. Applicants are encouraged to describe how their involvement with Saitsa has improved their overall student experience. Applicants are encouraged to describe in detail what events, services and/or programs of Saitsa they were involved with, and an approximate number of hours committed to Saitsa-related activities. Photos, articles, etc. can be submitted to support their application. Reference to specific Saitsa staff members as a character reference is encouraged.

### Selection Criteria

The intent of the award is to encourage and reward active Saitsa engagement; in order for Saitsa's events, programs and services to be successful, we need both volunteers and participants. Ideally, recipients of this award will have demonstrated that they both volunteered and participated actively in Saitsa events, programs, services, etc. Preference may be given to a student from a satellite campus, who despite the challenge of distance, seeks to be involved with Saitsa. Preference may also be given to an applicant who is a trade/apprentice student, who demonstrates a desire to be involved with Saitsa.

## **7.3. Club of the Year Award - \$750 – 1 club/year Summary Essay (500 words max)**

### History

One of the challenges SAIT students face is meeting new people with common interests outside of the classroom; Saitsa clubs provide an opportunity for students to come together to learn, develop skills, network and/or simply meet new people and have fun. Since 2001 Saitsa has been recognizing one club a year that demonstrates outstanding dedication to improving student life on campus.

### Application Criteria

This award is only available to Saitsa-registered clubs. Clubs that demonstrate a commitment to being actively engaged and involved with Saitsa may be given preference.

A Club Executive must be the applicant and must provide the following information in a brief summary:

- Number of club events held, type of events and attendance
- Events planned for remainder of academic year
- Succession plan to ensure continuity for the club
- List of Saitsa events the club participated in
- Funds raised (if applicable) either for donations to other causes, or funds for club use

Clubs who have received this award in the past three years must demonstrate how the award benefitted the club.

#### Selection Criteria

The Saitsa Clubs Coordinator is to be provided all applications by the Chair of the ASC and is to narrow down the top three to five applicants based on the criteria for the award. The final selection of a recipient is to be completed by the ASC. Preference may be given to a club to has recently demonstrated considerable increase in club funds, improvements in club management, effective succession planning or consistent or increased membership numbers.

### **7.4. Club Grandstand Award – \$250 - 1 club/year Summary Essay (500 words max)**

#### History

Student clubs on campus continue to grow and flourish, since 2010 the number of Saitsa clubs has tripled to over 100 clubs! With so many opportunities to enhance their student experience via extra curricular activities, and over 100 clubs to choose from, clubs work hard to recruit members and promote their activities. This award is designed to encourage friendly competition between clubs and to celebrate club's outreach, promotion and marketing efforts.

#### Application Criteria

This award is only available to Saitsa-registered clubs. Clubs that demonstrate innovation or creativity in their outreach and engagement initiatives are eligible for this award. Outreach and engagement initiatives include, but are not limited to: posters, displays/booths, social media, Switchboard, 'swag' and events. A submission of photos/screenshots/attachments is required, 'before and after' examples can also be included to demonstrate increased efforts within the club.

#### Selection Criteria

The Saitsa Clubs Coordinator is to be provided all applications by the Chair of the ASC and is to narrow down the top three to five applicants based on the criteria for the award. The final selection of a recipient is to be completed by the ASC. The ASC is to consider the impact the increased marketing efforts have had on the clubs' membership, fundraising and/or engagement with the student body or SAIT community.

## **7.5. Emerging Club of the Year Award - \$500 – 1 club/year Summary Essay (500 words max)**

### Context

As a Polytechnic, many SAIT programs are only two years in length, which results in high turnover in club membership and club executives, thus making succession planning critical for the future success of a club. Many passionate and enthusiastic students start new clubs or put their energy into improving existing ones, this award is designed to recognize those trailblazers and reward their efforts.

### Application Criteria

This award is only available to Saita-registered clubs who are newly formed in the current academic year or an existing club who began the academic year with an account balance of no more than \$200 and fewer than 50 members in the previous academic year on Switchboard. A Club Executive must be the applicant and is required to describe the club's successes of the year and how their efforts have resulted in an increase in membership and/or financial security. Clubs are encouraged to submit any succession planning documents or processes they have prepared to ensure the future success and continuity of their club.

### Selection Criteria

The Saita Clubs Coordinator is to be provided all applications by the Chair of the ASC and is to narrow down the top three to five applicants based on the criteria of the award. The final selection of one recipient is to be completed by the ASC. The ASC is to consider the club's growth in both areas of membership and finance. Preference may be given to existing clubs who have demonstrated significant growth, and to those who have submitted succession plans.

## **8.0 VISIONARY AWARDS**

Saita strives to push the boundaries of what an ideal student experience looks and feels like; by being innovative, authentic, and future-focused, Saita aims to foster a community spirit that empowers and supports its members. Saita's 2018-2023 Strategic Plan will deliver Saita into our 2022 centennial, and beyond. The Plan outlines the 3 pillars that support our Mission and Vision; the pillars of Advocacy, Spirit and Support are what guide Saita and all our programming and services. The following awards were designed to encourage collaboration and engagement of the student body with Saita's 2018-2023 Strategic Plan.

### **8.1. Disruptor Award – Advocacy**

**\$500 – 1 Individual/year**

**Nomination or Personal Application - Impact/Personal Statement (250 words max)**

### Context

Saita believes in the power of individuals and grassroots advocacy; we strive to provide opportunities for students to engage in a variety of advocacy initiatives and social engagement opportunities. Saita's vision is to support the development of

exceptional leaders who are empowered and engaged members of their community. Saitsa's Disruptor Award is designed to recognize, reward and support SAIT students who passionately commit their time and energy towards initiatives that improve their community and drive change.

#### Nomination/Application Criteria

Individuals may nominate themselves or another individual for this award. This award looks to celebrate individuals whose advocacy efforts have led to improvements or change for people or a cause. Applicants or nominees may be someone who has gone above and beyond what is expected, made a difference, altered standards, or shown extraordinary commitment and passion for advocacy. Impact or personal statements should outline what initiative(s) they are a part of and how the individual has positively impacted the world we live in.

#### Selection Criteria

Recipients will be selected based on the nominator/applicant's ability to demonstrate how they have met the award's criteria. The number of nominations an individual receives will be a contributing factor in the selection process. The recipient shall be selected by the ASC.

### **8.2. Spirit Award – Spirit**

**\$500 – 1 Individual/year**

**Personal Statement (250 words max)**

#### Context

Who's got the spirit? Let us hear it!

Saitsa strives to heighten and rouse a sense of identity and community that is driven by the students but shared by all members of the SAIT community. Moments that make one's SAIT experience significant and memorable typically occur outside of the classroom: rowdy home games, club events, all-nighter study groups, volunteer initiatives, the list is endless. This award serves to recognize those who epitomize 'School Spirit' through actions that inspire others, encourage engagement, foster community, and promote SAIT pride.

#### Application Criteria

In a short statement, applicants are asked to create a tagline or motto for SAIT or Saitsa Spirit. Applicants are also required to include a personal reflection on what being a part of the SAIT/Saitsa community means to them and how participating in SAIT and Saitsa activities has contributed to their sense of community and pride in SAIT. Applicants may include statements on why they initially chose SAIT, what events they have attended, ideas they have to promote and foster school spirit in others, how they have participated and contributed to the SAIT community, etc. The inclusion of attachments that demonstrate pride or school spirit are encouraged (photos, screen shots, etc.).



### Selection Criteria

Recipients will be selected based on their ability to effectively convey their enthusiasm and SAIT pride within their application. Preference may be given to those who demonstrate not just SAIT pride but also pride in their Students' Association (Saitsa). The Awards Selection Committee will select one successful applicant.

### **8.3. Supporter Award – Support**

**\$500 - 1 Individual/year**

**Nomination - Impact Statement (250 words max)**

#### Context

Fostering a caring and supportive environment that promotes growth and development is integral to Saitsa; supporting students in all avenues of life, academic and non-academic, is close to our core and it warms our hearts when we see students supporting students. The Ally Award recognizes those in the SAIT student community who demonstrate care, compassion and empathy for their fellow students. Support comes in all shapes and sizes, from free tutoring to mentoring, inspiring social inclusion, fostering personal growth, or doing whatever is necessary to support someone in their journey.

#### Application Criteria

Individuals may nominate an individual for the Ally Award; in a short impact statement, nominators should specifically address how the nominee demonstrates care, compassion and empathy for their fellow students. Nominators should also indicate how the nominee's selfless acts impact students or the greater community.

#### Selection Criteria

The number of nominations an individual receives may contribute to the selection of a recipient; however, those who have had considerable impact on one individual will also be carefully considered. The Awards Selection Committee will select one successful applicant.

## **9.0 INSTRUCTOR & SUPPORTER RECOGNITION AWARDS**

Positive experiences with instructors and support service departments have enormous impacts on individuals; whether it's a personal struggle or academic, a memorable instructor or department will be one that wants students to succeed and will help them achieve their potential. Instructors and staff who inspire, support and encourage deserve to be acknowledged, which is why Saitsa provides opportunities for students to nominate instructors and SAIT departments they feel go above and beyond to ensure students' experiences are positive and memorable. Recipients of these awards will be selected by the Instructor & Supports Awards Selection Committee.

## **9.1. Instructor Excellence Awards**

**No monetary value – 9 instructors/year (1 instructor/school of study)**

**Nomination – Impact Statement (500 words max, 250 minimum)**

### History

We believe outstanding instructors should be acknowledged for their dedication and hard work at SAIT, which is why we honour their commitment via these awards. Since 2008, Saitsa has been encouraging students to nominate their instructors for this prominent award.

### Nomination Process

Instructors can be nominated by their students at any time of the year; in order to be considered for the current academic year's award process the nomination must be received by February 15<sup>th</sup>, applications will reopen at the beginning of the spring semester for the following academic year.

To nominate an instructor, the student must describe in detail how the instructor possesses one or more of the following qualities, not to exceed 500 words:

- Provides extra time and resources above and beyond the call of duty
- Is accommodating, sympathetic and respectful to student concerns and lifestyles
- Utilizes multiple resources to appeal to different learning styles
- Has outstanding organization and preparation for class
- Has interest and enthusiasm for teaching and student success
- Has fair testing and grading
- Embraces diversity
- Has a willingness and appreciation for students' input and questions
- Fosters a positive classroom environment

### Selection Process

Submissions are assessed by the Instructor Excellence Selection Committee based on statements of how the award criteria is satisfied to illustrate teaching excellence. Including detailed examples and outcomes of how an instructor demonstrates teaching excellence helps the selection committee in its review. The number of nominations an instructor receives will also be taken into consideration.

The committee shortlists nominees to three instructors from each school who best exemplify teaching excellence, and the top candidate is then selected to receive an Instructor Excellence Award. Preference may be given to an instructor who has not previously won an award, or who has not won in the last two years.

## 9.2. Sentinel Award

**No monetary value – 1 department/year**

**Nomination – Impact Statement (500 words max)**

### Context

It takes a village to raise a child and it takes a community to support students. SAIT offers a variety of support services to ensure the success of their students and Saitsa believes in recognizing those that contribute to students' personal and/or academic excellence. Established in 2019, this award serves to recognize a department within the SAIT community who watch over and guard the overall wellbeing of our members.

### Nomination Process

SAIT supports include, but are not limited to: Lamb Learner Success Centre, International Centre, Employment & Career Centre, Student Development and Counselling, Chinook Lodge, Career Exploration Centre, Study Abroad, Transfer Options, Trojans Athletics, Office of the Registrar and the Reg Erhardt Library. To nominate a support service department, the student must describe in detail how the department supported them in one or more of the following ways:

- Providing resources or options to secure or manage finances
- Learning Accommodations: extra time on exams, alternative exam locations, notetakers, etc.
- Navigating barriers: personal, cultural, discrimination, etc.
- Planning beyond SAIT: employment, career & life planning
- Life skills: study skills, stress management, conflict resolution, etc.
- Study & Academic Supports: study skills, textbook access, proofreading, etc.
- Students are encouraged to include specifics about how the department's support led to them to success or advancements in their academics or personal life.

### Selection Criteria

The number of nominations a department receives may contribute to the selection of a recipient; however, those departments who have had considerable impact on one individual will also be carefully considered. The Awards Selection Committee will select one recipient. Preference may be given to a department who has positively impacted Saitsa within the current academic year, or who has not previously won an award, or who has not won in the last two years.

## 9.3. Athena Award

**No monetary value – 1 instructor/year**

**Nomination – Impact Statement (500 words max)**

### Context

Since 2017 Saitsa has been advocating for Open Educational Resources (OER's); according to the William & Flora Hewlett Foundation, OER's are "teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others." By

providing course materials for free, OER's increase student access to course materials while also decreasing the financial burden on students and their families. This award serves to recognize and celebrate instructors who demonstrate exemplary use of OER's within their class/course.

### Nomination Process

Any student, or staff of SAIT or Saita may nominate an instructor who utilizes OER's within their course or program. Nominations are to indicate the following:

- Name of Instructor
- Type of resource provided by instructor: textbook, syllabi, lectures, assignments, quizzes, lab activities, games, simulations, courses, etc.
  - Course materials that are accessible to SAIT students through shared licenses are not considered OER's, the resource must be accessible to everyone, everywhere, for free.
- Quality of OER: easy to read and understand, easily accessible, relevant and up-to-date, comparable or better than materials you would have to pay for, etc.
- Educational Impact: improved experience in classroom, ease of use, compatibility with learning/teaching style, etc.
- Student/Personal Impact: financial savings, environmentally friendly, etc.

Nominators are encouraged to include specific examples of how the OER contributed to their or a students' overall experience in the classroom and experience as a SAIT student.

### Selection Criteria

The number of nominations an instructor receives may contribute to the selection of a recipient; however, those instructors who have had considerable impact on an individual or significant influence within their programs/departments will also be carefully considered. The Awards Selection Committee will select one recipient. Preference may be given to an instructor who has not previously won an award, or who has not won in the last two years.