

OP-15: Awards Policy (Service to CES and the Contribution to Evaluation in Canada)

Title	Awards Policy (Service to CES and the Contribution to Evaluation in Canada)	Policy Type	Organizational: OP-15
Monitoring	Chair, Governance and Process	Date Adopted	November 27, 2015
Approval	Board	Last Review	2021

Purpose

The purpose of the awards policy is to define the process used to nominate and award recipients of the Service to Canadian Evaluation Society (CES) Award, and the Contribution to Evaluation in Canada Award

Policy

CES provides awards on an annual basis to recognize individuals who have contributed to the advancement of program evaluation or have contributed significantly to CES.

Procedure

1. Nomination process

- a) **Who can nominate:** Individual members or Chapters of the Society are eligible to nominate candidates for the award. Current members of the CES Board of Directors are not eligible to nominate candidates nor sign letters of support as Chapter members.
- b) **Timelines for nominations:** Nominations will be sought in October each year by posting the opening of the nomination process on the website. Names should be submitted by the deadline (early February) to the Chair of the Governance and Process Committee at governance_process@evaluationcanada.ca.
- c) **Content of nominations:** To be considered, each nomination must be supported by a minimum of three letters of support. Collectively, these letters should address the criteria for the award by including examples of activities with the time frame and the significance of the activity.
- d) **Confidentiality of nominations:** The nominators will not inform nominees that their name has been put forward. In addition, the Board will keep all information about the nominations confidential.
- e) **Number of nominees:** There are no minimum or maximum numbers of nominees for the awards.

f) every effort will be made to adhere to the CES commitments to Truth and Reconciliation¹, equity, diversity, inclusion, and environmental sustainability² in promoting the CES Awards and seeking nominations from our entire membership. This would be the primary responsibility of the C&M committee, in collaboration with the EDI & ES committee.

2. Decision process

- a) The letter of nomination as well as the letters of support for award nominees will be provided to all members of the CES Board of Directors. Where sufficient expertise, knowledge or experience at the Board table does not exist for Board members to make an informed decision, additional information may be sought. Any member of the Board may request further information. This will be managed by the Governance and Process committee.
- b) The Board of Directors will independently review each nominee's nomination package against the Awards criteria (see below). This will be done online and an opportunity to discuss the nominees will be held prior to the vote.
- c) The Board of Directors' will vote separately on each nominee by e-vote on the forum. A majority of the Board of Directors must approve each successful nominee.
- d) If, in the view of the Board of Directors, no nominee is deserving of the award, no award will be presented.
- e) If more than one nomination meets the respective award requirements and a majority of Board members have voted for the nominee, the Board of Directors may grant more than one recipient for each award.

3. Notification process

- a) The decision will remain confidential until the winner(s) of the award is notified by the President of CES at least 4 weeks prior to the annual awards event
- b) The winner(s) of the awards will be presented with the award (engraved plaque or similar item) at the awards lunch during the Annual CES Conference by the President or designate.
- c) Following the awards presentation, the winners will be announced in the CES Newsletter.

Criteria for the Service to CES Award

This award is granted to an individual(s) who is a member of CES and has made a significant contribution to the work of CES. This contribution would normally be made over a period in excess of two years; however, individuals who have performed in exemplary fashion during a shorter period of time may receive the award. The nomination is to include examples of demonstrated experience or activity and specify the time frame and significance of this activity.

While work at a Chapter or local level will be considered in determining the award, the individual's contribution should be predominantly at a national level or produce national benefit.

Contributions may take the form of any one or more of the following:

¹ As documented in the 2016 Motion (attached).

² As documented in the Terms of Reference of the EDI & ES Committee (see CES Policy Manual)

- service on the CES Board of Directors or a committee of the CES,
- publications,
- organizational development initiatives,
- management of programs or projects, or
- international representation relevant to CES.

In addition, nominations should include evidence of the nominee's commitment to Truth and Reconciliation, equity, diversity, inclusion and/or environmental sustainability.

Current members of the CES Board of Directors are not eligible to receive the award.

Criteria for the Contribution to Evaluation in Canada Award

This award is granted to an individual(s) who has made a significant contribution to the theory and/or practice of evaluation in Canada. The award for the Contribution to Evaluation in Canada is open to CES members and non-members.

The nomination is to include examples of demonstrated experience or activity with the time frame and significance of this activity and represent a cumulative effort over an extended period of time. Examples of areas of contribution include:

1. conducted research which advanced evaluation theory and/or practice in Canada;
2. published one or more books or articles which made a significant contribution to the field;
3. undertook one or more projects or studies which advanced the theory and/or practice of evaluation in a meaningful way;
4. taught, mentored and/or trained evaluators in academic or cooperative education programs, and/or practicum settings;
5. carried out advocacy activities, raising the awareness of publics in Canada regarding the need for/benefits of evaluation;
6. demonstrably advanced Truth and Reconciliation, equity, diversity, inclusion and/or environmental sustainability in the field and practice of evaluation;
7. carried out work related to the above-noted areas outside of Canada, which generated direct and significant benefits to evaluation in Canada; and,
8. any other endeavour by an individual that serves to advance the cause of theory and/or practice of evaluation in Canada in a significant manner.

In addition, nominations should include evidence of the nominee's commitment to Truth and Reconciliation, equity, diversity, inclusion and/or environmental sustainability.

Current members of the CES Board of Directors are not eligible to receive the award.

Commitment to Truth and Reconciliation,

Motion adopted by Canadian Evaluation Society, November 2016

The Diversity Working Group of the CES Board of Directors has put forward the following resolutions that have been debated and adopted by the Board at its May 4, 2016, meeting. The CES is committed to incorporating reconciliation in its values, principles, and practices.

Whereas, The Truth and Reconciliation Commission (TRC) has released its findings, insights, conclusions and recommendations, on residential schools in Canada,

Whereas, Evidence of the colonial treatment of Aboriginal peoples in Canada is undeniable,

Whereas, The TRC Report defines reconciliation as “an ongoing process of establishing and maintaining respectful relationships”,

Whereas, The TRC Report includes Calls to Action where all Canadians are asked to take part in a reconciliation movement to build and restore the relationship between Aboriginal and non- Aboriginal peoples in Canada,

Whereas, The TRC Report recommends monitoring, assessment, and reporting on several aspects of Aboriginal health, welfare, and education as well as progress on reconciliation,

Whereas, Among other roles, evaluators document history, assess progress as well as shape the future,

Whereas, The CES has included attending to issues of diversity and culture as one of its competencies for Canadian evaluators,

Whereas, The CES has adopted the JCSEE evaluation standards as its own and said standards include culture as well as human rights and respect, therefore, be it

Resolved, That the notion of reconciliation be included in the existing CES value of inclusiveness and that the CES make a public statement to that effect,

Resolved, That, as part of its next competency scheme review, the CES include reconciliation explicitly,

Resolved, That the CES strengthen its promotion of and support for culturally responsive evaluation, and

Resolved, That the Diversity Working Group supports the CES in implementing consideration for reconciliation in its activities.