

## Nomination Package:

# Distinguished Leadership Award

### AWARD

The Distinguished Leadership Award recognizes the contributions of KPU's most exceptional leaders. It seeks to celebrate administrators, faculty and staff that, through their leadership of a team or project, make KPU greater than the sum of its parts.

Nominations for the award can be made by members of the University community and the community-at-large by October 1 of each year. All information submitted on behalf of the nominee will be kept confidential.

The Distinguished Leadership Award is awarded to only one individual per year.

### ELIGIBILITY

Any current or former staff member, administrator or faculty member who has taken a leadership role in a particular project (widely defined) or team.

### SELECTION CRITERIA

#### *Embodied Leadership*

Is this person taking a clearly leading role in the life of the University community through their work in a team or project? Do they communicate with stakeholders? Do they work tirelessly to accomplish their goals? Do they embody the change they wish to see?

#### *Empathetic Leadership*

Does this person recognize and respect the contributions of others in their work?

#### *Inspirational Leadership*

Does this person inspire others to join them in their mission? Do they empower and inspire other leaders to emerge?

#### *Impactful Leadership*

Does this person, through their efforts, make meaningful change?

#### *Courageous Leadership*

Does this person meet the often solitary challenges of leadership with courage and dedication?

### NOMINATION PROCESS

1. Nominators are required to complete the nomination form with all of the required information.
2. Nominations are to be in the form of the dossier that includes the identified material as described below.

#### *Nomination Form*

Nominations must include a completed Distinguished Leadership Award Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available. This form must include a statement regarding why the nominee is worthy of the distinguished service award (not to exceed 500 words).

# Distinguished Leadership Award: Nomination Form

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## *Nomination Dossier*

The nomination dossier includes evidence that demonstrates the nominee's significant contributions to KPU and/or the educational community that KPU serves. Nomination dossiers should be about 10 pages, but must not exceed 20 pages, including all appendices and supplementary material. Dossiers longer than 20 pages are ineligible and will be returned unread. It is expected that the font of submissions will be no less than eleven. Incomplete dossiers will be returned. The following elements should be included in a complete nomination dossier:

1. Completed Nomination Form.
2. Letters of support from faculty, staff or students that reflect the nominee's significant accomplishments (no more than five).
3. Evidence of distinguished leadership.

Nominations **must** include a completed Distinguished Leadership Award Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available.

**Please note:** All information submitted on behalf of the nominee will be kept confidential.

### **Collection Notice:**

The Senate Office is collecting personal information on this nomination form pursuant to 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act ("the Act") for the purpose of exercising the powers of Senate under section 37(1) of the University Act to facilitate nominations for awards. Personal information can be collected indirectly through the nomination process under 27(1)(c) of the Act, but the personal information provided on this form must be limited to what is specifically requested. If you have any questions about how personal information of nominees is managed through the nomination and award process, please contact [senate@kpu.ca](mailto:senate@kpu.ca)

## **SELECTION PROCESS**

All individuals nominated as candidates will be considered by the Senate Standing Committee on Tributes. Recommendations of the Senate Standing Committee on Tributes will be forwarded to Senate for its consideration and selection.

## **RECOGNITION**

The award will be acknowledged at one of the convocation ceremonies or other suitable occasion by the presentation of a citation.

Nominations will be reconsidered after a period of two (2) years including the year nominated.

### **Please return the completed Nomination Form and Dossier to:**

Chair, Kwantlen Senate Standing Committee on Tributes  
c/o Michelle Molnar, Administrative Coordinator, University Senate  
Langley Campus  
20901 Langley Bypass  
Langley, BC V3A 8G9

Tel: 604.599.2357  
Email: [michelle.molnar@kpu.ca](mailto:michelle.molnar@kpu.ca)

Nomination forms are available on the Senate website <https://www.kpu.ca/senate/committees/submission-forms>

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## NOMINATION DETAILS

Full name of nominee:

Name of contact person/representative, if contact person is not the nominee:

Nominee's current address, telephone number and email address:

## NOMINATION SUBMITTED BY

Nominator's Name:

Nominator's Contact Details (phone and email):

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Nominator Signature: .....Date:

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Nominator Name:

Nominee Name, title and position

Please state why you feel this nominee should be awarded a Distinguished Leadership Award (not to exceed 500 words – if more room is required, please attach the statement to this form):