

Nomination Package: Distinguished Service Award

Award

The Distinguished Service Award honours and recognizes exceptional, long-standing service to Kwantlen Polytechnic University (KPU) and/or the educational community that KPU serves.

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 Service Award is awarded in two categories: 1) for staff and 2) for faculty. There will be no more than one award in each category per year.

Eligibility

Current and former employees and others associated with KPU are eligible for nomination.

Selection Criteria

The criteria of this Award are one or more of the following:

1. Significant contributions to KPU over many years of service;
2. Outstanding accomplishments that have benefited KPU and/or the community;
3. Important contributions to KPU's mandate, mission and values.

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 Service 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).

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 service.

Distinguished Service Award Nomination Form

Nominations **must** include a completed Distinguished Service 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.

Indicate which Distinguished Service Award the application is for:

Staff

Faculty

Full name of nominee

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

Nominee's current address and telephone number

Distinguished Service Award: Nomination Form

Present title and position

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

NOMINATION SUBMITTED BY

Nominator's Name

Nominator's Address

Nominator's Telephone Number

Nominator's Email Address

Signed by

Date

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 and monetary award funded by members of the Kwantlen Polytechnic University Foundation Board of Directors and others.

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

Distinguished Service Award: Nomination Form

Please return the completed Nomination Form and Dossier to:

Chair, Kwantlen Senate Standing Committee on Tributes
c/o Caroline Lillico, Confidential Assistant to the University Secretary
Surrey Campus
12666 72nd Avenue
Surrey, BC V3W 2M8

Tel: 604.599.2264

Email: caroline.lillico@kpu.ca

Nomination forms are available on the Senate website www.kwantlen.ca/senate.