

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:

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

NOMINATION PROCESS

- Nominators are required to complete the nomination form with all of the required information.
- 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

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

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.

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

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

Distinguished Service Award: Nomination Form

NOMINATION DETAILS

Indicate which Distinguished Service Award the application is for: Staff Faculty

Nominee Name:

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

Nominee's current address and telephone number:

Nominee's current title and position:

NOMINATION SUBMITTED BY

Nominator's Name:

Nominator's contact details (phone and email):

Nominator Signature: _____	Date: _____
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Distinguished Service Award: Nomination Form

Indicate which Distinguished Service Award the application is for: Staff Faculty

Nominator's Name:

Nominee Name:

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*):