

President's Medal & Distinguished Service Awards

Nomination Rules and Process

Nominators shall not indicate a specific award. The Selection Committee will make a recommendation to the President.

Awards are open to current members of the faculty and support staff, or those who have retired within one calendar year preceding the call for nominations.

Members of the Selection Committee are not eligible for nomination.

Call for nominations in both categories will go out to faculty and staff on **October 1** of each year. Nominations should be sent to Deans/Directors by **December 1**.

Deans and Directors will review and prioritize nominations and will submit to the Provost and Vice-President Academic by **January 1**. The Provost and Vice-President Academic will form a university-wide Selection Committee with balanced representation from both campuses (see Selection Committee below).

The Selection Committee will review nominations and send final recommendations to President by **February 10** of each year.

Nominations should include the following:

- 1) Cover letter outlining:
 - a. Name of nominator(s)
 - b. Name of person being nominated
 - c. Brief summary of why they are nominating this person
- 2) A citation (min 250 words/max 500 words) should be submitted, clearly indicating why the individual or organization should be so honored and how the individual exemplifies the criteria for this award.
- 3) Curriculum Vitae

The awards will be presented at ceremonies, in the Spring of each year, on each campus.

Selection Committee

Selection Committee with balanced representation from each campus, selected by the Provost and Vice-President Academic

- Provost - Chair
- 1 Vice-Provost
- Associate VP – non-academic administrative unit
- Dean
- Director
- Staff Member – non-academic administrative unit
- Staff Member – faculty