

## 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 their respective Vice-President by **January 1**. The Vice-President Academic (Fredericton) and Vice-President Saint John will form a Selection Committee on their respective campuses (see Selection Committee below).

The Selection Committee will review nominations and send final recommendations to President by **February 20** 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 on each campus, selected by the Vice-President Academic (Fredericton) and the Vice-President Saint John

- Vice President - Chair
- Associate VP
- Dean
- Director
- Staff Member - non-academic administrative unit
- Staff Member - faculty