PRESIDENT’S AWARD FOR EXEMPLARY SERVICE

The President's Award for Exemplary Service at Memorial University is presented each year to recognize employees who have demonstrated outstanding service and/or who have made significant contributions to the university community beyond that normally expected for their positions. All non-academic staff of Memorial University and its Separately Incorporated Entities who are employed and have served a minimum of three years prior to the nomination and have not previously received this award are eligible to be nominated. Nominations may come from alumni, faculty, staff, students and other members of the university community.

Each nomination must be supported by a minimum of three nominators (including the contact person). The nomination file should consist of:

- A completed nomination form;
- Three letters as follows:
  o One letter (not to exceed 750 words) must be from the nominator/contact person detailing the nominee's contributions whether it is a single or continuing contribution in any one or more of the nomination criteria listed on the nomination form;
  o Two letters of support. Please note, these letters are also not to exceed 750 words each and can be written by either the remaining nominators or other individuals who can speak to the nominee’s candidacy for the award. **The nominee’s manager must be included as either a nominator or as a signatory on a letter of support.** Letters of support can have numerous signatures.

The committee members will only be provided with copies of the nomination form and the three letters mentioned above.

**Completed nominations must be submitted via email to vpadmin@mun.ca no later than June 30, 2020.**

For more information, please refer to the President’s Award for Exemplary Service document posted on the Human Resources website.
PRESIDENT’S AWARD FOR EXEMPLARY SERVICE
NOMINATION FORM

NAME OF NOMINEE: ____________________________________________
DEPARTMENT: ________________________________________________
POSITION/TITLE: _____________________________________________
PHONE NUMBER: _____________________________________________

NOMINATOR/CONTACTPERSON: _________________________________
DEPARTMENT: ________________________________________________
POSITION/TITLE: _____________________________________________
PHONE NUMBER: _____________________________________________

NOMINATED BY: ____________________________________________________________________
DEPARTMENT: ________________________________________________
POSITION/TITLE: _____________________________________________
PHONE NUMBER: _____________________________________________

NOMINATED BY: ____________________________________________________________________
DEPARTMENT: ________________________________________________
POSITION/TITLE: _____________________________________________
PHONE NUMBER: _____________________________________________

NOMINATION CRITERIA:
Specifically, the award will be based on evidence of continued excellence, in excess of the required level of performance in any one or more of the following areas.

- Providing excellent service to staff, faculty, students, alumni or visitors.
- Enhancing the quality of life for students, employees or visitors.
- Developing new programs and services or making significant improvement to existing programs or services.
- Advancing the reputation of Memorial University internally, locally, provincially, nationally and/or internationally.
DECLARATION:

If this submission is successful in receiving an award, I am willing to allow the nominee the opportunity to receive the full nomination submission. Please underline your choice (yes or no) below.

Yes

No

Signature:  ________________________________

Contact Person: ___________________________  Date:  ________________

Access to Information and Protection of Privacy
The information gathered on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). The information is used for administrative purposes of the university, including maintaining records. This form may be used as a permanent record and stored electronically for future reference. Questions regarding the collection or use of this personal information should be directed to the Department of Human Resources, Arts and Administration Building, Memorial University of Newfoundland.