PRESIDENT’S AWARDS FOR EXEMPLARY SERVICE

Concept of Award

The President's Awards for Exemplary Service at Memorial University of Newfoundland are presented each year to recognize employees who have demonstrated outstanding service and/or who have made significant contributions to the Memorial University community beyond that normally expected for their positions.

Criteria for Nomination

The President’s Awards for Exemplary Service are open to 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 nomination and who have not previously received the award. A person may be nominated multiple years providing he/she hasn’t received an award.

The awards 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:

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

Nomination

The President’s Award for Exemplary Service nomination form and required letters (letter requirements are outlined on the nomination form) must be submitted to the Office of the Vice-President (Administration & Finance) no later than May 15 of each year. The nomination form requires three nominators, one of which must be identified as the contact person. The contact person is responsible for coordinating the nomination and acts as the Selection Committee’s contact if further information is required. The contact person also represents the successful nominating group at the presentation ceremony.

Role of the Selection Committee

It is the objective of the Selection Committee to review the nominations in accordance with the criteria for nomination. The goal of the Selection Committee is to identify the strongest nomination(s). The committee will seek consensus on the nominations that best reflect the spirit of the award.

Awards

A maximum of five awards will be presented annually to recipients recommended to the President by the Selection Committee. The number of awards presented in any given year will be at the discretion of the Selection Committee.

Recipients of the President's Award for Exemplary Service will be invited to a ceremony (typically held in December) where they will be presented with their award ($1,000 gross). An awards booklet will be created for the ceremony with information about each recipient.