PRESIDENT’S AWARD FOR EXEMPLARY SERVICE

Concept of Award

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

Criteria for Nomination

The award is open to all non-academic staff of Memorial University and its Separately Incorporated Entities who are employed and have served a minimum of three (3) 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 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:

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 Procedure

The President’s Award for Exemplary Service nomination form should be submitted to the Office of the Vice-President (Administration & Finance) not later than May 15th of each year. Each nomination must be supported and signed by three (3) nominators. Nominations may come from alumni, faculty, staff, students and other members of the University community. The nominee’s manager must be included as either a nominator or a signatory on a letter of support.

The nomination is limited to the completion of the nomination form and three letters of support only, however the letters of support may be endorsed by numerous persons. The nomination submission, excluding letters of support, must be no more than 750 words in length.

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.
Role of Contact Person

A contact person for every nomination is required. It is the responsibility of the contact person to coordinate the nomination, elicit other nominators and arrange for letters of support. As well, the contact person acts as the Selection Committee’s contact if further information is required. The contact person will represent the successful nominating group at the presentation ceremony.

Role of Nominators

All persons who agree to support a nomination by identifying themselves as a nominator must actively participate in the nomination process by contributing to and in turn, agreeing to the material included in the nomination package. Nominators may be contacted by the Selection Committee during its deliberations and should, therefore, include their title, current work address and telephone number.

Awards

A maximum of five (5) 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.

The President's Award for Exemplary Service consists of the following:

1. Citation and presentation at an awards reception.
2. A personalized framed scroll.
3. An award of $1000 gross.
4. A permanent notation on a University display.
5. The original nomination package.

Important Dates

May 15th Deadline for receipt of completed nomination packages.

June Copies of nomination packages are circulated to the Selection Committee.

July Selection Committee members submit their rankings to the Executive Secretary for the committee.

September Selection committee meets to identify the top nominations.

October Recommendations of Selection Committee are forwarded to the President for approval. Nominees are informed of the outcome of submissions made on their behalf.

November Awards ceremony is held.

April 2007