



# Dean's Awards for Service Excellence

## Nomination Form

School of Graduate Studies

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Fill in the required data, save and print the file; (5) Send the completed form to

[School of Graduate Studies](#), Memorial University of Newfoundland; IIC-2012 (Bruneau Centre for Research and Innovation); St. John's, NL A1C 5S7 Canada Fax: 709.864.4702 eMail: [sgs@mun.ca](mailto:sgs@mun.ca)

The Dean's Awards for Service Excellence recognize the work and contributions of graduate staff members (administrative/support and academic) that exceeds the expectations for those positions. The following criteria are used to select two candidates each year for this honour:

- Job performance
- Service to the School of Graduate Studies
- Service to graduate students, faculty, and staff
- Commitment to quality and/or innovation in the workplace
- Contributions to achievement of goals of graduate department or program
- Contributions to raising profile of graduate program(s) locally, nationally, and internationally

To be eligible for this award, nominees must be employed by Memorial University of Newfoundland as administrative/support staff and faculty appointed as graduate officers or equivalent working in academic departments or programs within the School of Graduate Studies at the time of nomination.

A maximum of two awards will be granted each year. **Please select which category for whom you are making a nomination for:**

- An administrative or support staff member, **OR**
- A graduate officer or person holding an equivalent position

Name of Nominee:

Department:

Position/Title:

Email and Phone Number:

Nominated by:

Department:

Position/Title:

Email and Phone Number:

Signed by:

\_\_\_\_\_  
Nominator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominee

\_\_\_\_\_  
Date

Enclosures:

- A completed nomination form
- A nomination letter outlining how the nominee satisfies the award criteria
- Two (2) letters of reference, one of which is from the appropriate Head of Department
- An updated resume (nominee)