

**FACULTY OF ARTS AND SOCIAL SCIENCES**  
**AWARD FOR SERVICE EXCELLENCE**  
**CALL FOR NOMINATIONS**

**PURPOSE:** The Service Excellence Award recognizes the importance of collegial governance to the operation of the Faculty of Arts and Social Sciences. In honouring each year a faculty member who demonstrates excellence in service, the Award places high value on the professional contributions made by members of the Faculty to committee processes (at departmental and Faculty levels), departmental and Faculty leadership, and other administrative service.

**ELIGIBILITY:** Candidates must be members of the Faculty on continuing appointment. This includes all full time Members of the Faculty but excludes department chairs and programme co-ordinators, office holders of the Faculty (such as the Dean, Associate and Assistant Deans) and those receiving course release or compensation for administrative duties.

**NOMINATION PROCEDURE:** Nomination shall be by letter, signed by at least three members of the Faculty. The nomination letter will be a maximum of 2 pages and will detail the particular instance or instances of collegial service that the nominators deem excellent. Nominators must secure the willingness of the candidate to be nominated and provide a current CV. Evidence of Service Excellence will vary but might include:

1. Exceptional service (including leadership) to departmental and/or Faculty committees
2. Sustained commitment to collegial processes in the Faculty (including but not limited to those of the DFA Collective Agreement.)
3. Service beyond the Faculty of Arts and Social Sciences but which nonetheless reflects excellent service to scholarship and higher education.

**DEADLINE:** The last day for receipt of nominations in the Dean's Office, Faculty of Arts and Social Sciences will be **January 31, 2017** for the 2016-17 academic year.

**SELECTION COMMITTEE:** The Nominating Committee of the Faculty shall be the Selection Committee for the Award in Service Excellence and will recommend the successful candidate to the Dean by 1 April.

**AWARD AND RECOGNITION:** A small plaque will be presented to the recipient. A larger plaque bearing the names of successive Award winners will be hung in a prominent area of the Marion McCain Arts and Social Sciences Building.