

## **Faculty of Agriculture FRIEND OF THE FACULTY AWARD Terms of Reference**

The **Friend of the Faculty Award**, presented by the Dalhousie Faculty of Agriculture, will recognize persons and/or associations from outside the university community who have been instrumental in furthering the aims of the Faculty of Agriculture and Agricultural Campus. The award is intended to honour a long-term relationship with and support for the Faculty and Campus.

The type of support for the Faculty and Campus that we would consider in candidates for this award could include a broad range of activities, such as:

- Ongoing support for students through work-terms, externships or practicums.
- Contribution of time on an unpaid basis to Faculty functions involving students or to campus committees over a long period of time. For example, one suggested recipient has hosted international students repeatedly and refused reimbursement; another served on a committee for several years and has been instrumental in making some off-campus student activities a success.
- Long-term support for Faculty research or program initiatives through contributions of time, expertise, or access to resources.
- Long-term support in promoting the Faculty in industry or other areas.
- Ongoing support that facilitates Faculty and campus operations or provides connections to the local, regional, or global community.

### **Guidelines**

The current working guidelines for **Friend of the Faculty award** are listed below. It is mandatory that at least one guideline is applicable in each case and ideal that several would apply. Potential candidates should not be employed by the university during the time frame being considered. There will be a limit of one presentation per year. The award will not be made if there are no suitable nominees.

#### **The nominee should:**

- be outside the university community — not an employee or consultant;
- be unpaid or if paid, receive a stipend rather than a salary;
- have been actively committed over a period of six or eight years;
- have made obvious contributions to the objectives of the Faculty of Agriculture and former NSAC;
- not be eligible for other types of recognition (associate, honorary doc.);
- not be proposed solely because of monetary donations by the candidate.

#### **Nominators:**

Members of the Faculty of Agriculture community (staff, faculty, students, and alumni) may nominate or sponsor nominations.

**Process:**

1. Nomination forms are available from the Academic Coordination Committee (ACC) Chair (Assistant Dean, Students & Academic Administration).
2. Nomination forms should be accompanied by supporting letters from the nominator and two other members of the Faculty of Agriculture community (faculty, staff, students or alumni) who support the nomination. These letters of support should outline how the nominee has supported and contributed to the Faculty of Agriculture. Nominations are submitted to Dr. Keltie Jones, Assistant Dean, Students & Academic Administration, PO Box 550 Truro B2N 5E3, or [keltie.jones@dal.ca](mailto:keltie.jones@dal.ca).
3. The deadline for receipt of complete nominations is **March 15, 2016**.
4. The ACC will review the applications and determine which candidate to recommend for the award.
5. The ACC will recommend to the Dean the name of the successful nominee. The Dean will inform the successful candidate and will prepare the citation for the award recipient.
6. The award will normally be presented at a specially designated institutional function at the end of the Winter semester. (Timelines will be adjusted accordingly each year of the award.)