

## MEMORANDUM

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To: Members of the Faculty of Graduate Studies

From: Marty Leonard, Dean, Faculty of Graduate Studies

Date: April 10, 2018

RE: FGS Distinguished Service Awards

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### Call for Nominations

Nominations are now being solicited for the Faculty of Graduate Studies' Distinguished Service Award. This award was established by Faculty Council in order to recognize long-standing and extraordinary service to graduate level education at Dalhousie. For a list of past winners, please see our [website](#).

Nominees should have made a contribution to the faculty and the administration of its graduate programs that is both substantive and long-standing. Although service to graduate students is of course part of this, the award is not intended to reward excellence in teaching or research, for which other forms of recognition already exist. Nominations are encouraged for members of the departmental administrative staff, graduate coordinators, FGS committee members, etc. **Two awards are given, one to a faculty member and one to a support staff member.** Nominations may be made by Faculty Members, Administrative Staff, or by Students, and should be sent through the Chair, Head or Director of the nominee's home unit, to the Dean, Faculty of Graduate Studies, with a copy to the Dean of the nominee's home faculty.

Nominations should take the form of a statement by the proposer(s), of no more than two single spaced typed pages detailing the reasons for nomination. Nominations will be adjudicated by the Prize Panel of Faculty Council, which will advise the Dean of the winners.

The winners will be presented at the FGS Faculty Meeting in May. In addition, a portrait of the winner will be displayed outside the Graduate Studies Office.

The closing date of the competition is **4:00pm, Friday, April 20<sup>th</sup>, 2018**. Please submit nominations (electronic or hard copy) to Alicia Kirk, Office Administrator ([Alicia.Kirk@dal.ca](mailto:Alicia.Kirk@dal.ca))