

Ryerson Faculty Association

DISTINGUISHED SERVICE AWARD

Nomination Form

To the nominators: Please fill in this form, attach it to the supportive documents and send it to the attention of the Chair, Professional Affairs Committee, RFA Office, EPH-232. The nomination must be received by **4 pm on Tuesday, November 3, 2009.**

Candidate's Name _____
(Please Print)

Services to the Ryerson Faculty Association (RFA): Please attach a separate document (up to 5 pages) describing the candidate's services to the Ryerson Faculty Association (i.e., extent of volunteer commitment; sustained level of contribution over time; exemplary handling of duties associated with office held; and/or contributions over and above those expected of office held) and include any supportive materials (e.g. 3–5 letters of support).

The signatures of **four** nominators are required. Nominators must be a member of the Executive Committee, the Representatives' Council, any Standing Committee of the RFA, or RFA Staff.

	Nominators' signature	Print Name	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

RYERSON FACULTY ASSOCIATION
AWARDS

Name	RFA DISTINGUISHED SERVICE AWARD
Criteria	<ul style="list-style-type: none"> • Recognises outstanding service to the RFA including, but not necessarily restricted to: <ul style="list-style-type: none"> ➤ extent of volunteer commitment ➤ sustained level of contribution over time ➤ exemplary handling of duties associated with office held ➤ contributions over and above those expected of office held • Awarded annually • Normally only one award per year; no more than two
Eligibility	<ul style="list-style-type: none"> • any member of the RFA <ul style="list-style-type: none"> ➤ Members of the RFA Executive are not eligible during their term of office. • any non-member of the RFA whose service to the Association is thought to be “distinguished”
Nominations	<ul style="list-style-type: none"> • Call issued by Professional Affairs Committee to: <ul style="list-style-type: none"> ➤ Executive Committee ➤ Representatives’ Council ➤ all Standing Committees of the Association ➤ RFA Staff • received by the Chair, Professional Affairs Committee
Adjudication	<ul style="list-style-type: none"> • Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee, the Immediate past-President, if available, one member named by and from the Executive Committee, and the Executive Director(s) • Recommendation to the Executive requires support of a 2/3 majority of the committee
Announcement	<ul style="list-style-type: none"> • <i>rfa-announce</i> following Executive ratification of Adjudication Committee recommendation
Award	<ul style="list-style-type: none"> • Plaque or other similar form of recognition as recommended by Adjudication Committee