The Principal’s Michael Condra Outstanding Student Service Award

Sponsored and coordinated by the Office of the Vice-Provost and Dean of Student Affairs

The Principal’s Michael Condra Outstanding Student Service Award is one of 6 awards intended to celebrate teaching excellence and to increase trans-disciplinary exposure to exemplars in teaching and the diverse ways in which the student learning experience is enhanced by educators and educational supports at Queen’s. Please see the website for a complete listing of the Principal’s Teaching and Learning Awards.

The Michael Condra Outstanding Student Services Award will be presented annually to a member of Queen’s faculty or staff who has consistently provided outstanding service to students, other than in a teaching role.

This award has been established by the Vice-Provost and Dean of Student Affairs, Queen’s University, in recognition of the high level of service and commitment to students and student wellbeing exemplified by Dr. Condra during his 30 years at the university. He served as the Director of Health, Counselling and Disability Services (now Student Wellness Services) and Assistant Professor in the Department of Psychology.

Award Criteria
Nominations may be submitted by any member of the Queen’s community and by any combination of students, faculty and staff. A strong nomination will demonstrate:

- Breadth of impact;
- Contributions above and beyond what would normally be expected within scope of nominee’s role;
- How and why students have benefited from service;
- Length and nature of contribution;
- Why the actions enhanced the student learning experience; and
- Broad support for nomination.

A nomination should include:

- a completed nomination form;
- a nomination letter that clearly outlines how the nominee has provided outstanding service to students; and
- two supporting letters that provide specific examples of the outstanding service as outlined in the criteria.

http://www.queensu.ca/ctl/awards/principals-awards
A call for nominations will be posted on the Student Affairs Website, the CTL bulletin and in the print and on-line Gazette.

**Recognition**  
Recipients will:
- Be presented with the award at a high-profile event;  
- Be recognized by name on the Mike Condra Award plaque;  
- Receive $2,000 toward attendance at a conference or educational opportunity related to student support; and  
- Be featured in Queen’s communication vehicles and on the Student Affairs website, among others.

**Selection Process**  
The committee will be chaired by the Vice-Provost and Dean of Student Affairs and will be comprised of one faculty member, an undergraduate student, a graduate student and a staff member from Student Affairs. The committee will be guided in its adjudication by an assessment rubric based on the criteria for the award.

All nomination packages should be sent electronically in PDF format to the chair of the Selection Committee at **principals-tl-awards@queensu.ca** no later than the deadline posted on the website.

NOTE: The recipient of this award will be notified directly by a letter from the Principal. Nominators will receive a copy. Only the Nominators will be notified regarding unsuccessful nominations.

**Additional Resources:**
1. Nomination Form  
2. Sample Email Soliciting Letters of Support  
3. Guidelines for Letters of Support

Go to **www.queensu.ca/ctl/awards/principals-awards**

http://www.queensu.ca/ctl/awards/principals-awards