

NOTE: This form is provided for information only. Nominations must be submitted using the [online form](#).

DSA Nomination Form - 2024

Thank you for your interest in nominating someone for the 2024 Distinguished Service Awards.

Please carefully review the categories below before proceeding to complete the online nomination form.

Background

Inaugurated by the University Council in 1974, this award recognizes individuals who have made the University a better place through their extraordinary contributions. Queen's faculty, staff, students, retirees, members (elected, appointed, ex officio or honorary) of the University Council, the Queen's Alumni Association, and the Board of Trustees are invited to nominate candidates for a Queen's Distinguished Service Award.

Nomination Process

In order for your nomination to be complete, the Nominator must submit the following:

- Online Nomination Form (pages 2 and 3 of this online form)
- Summary of Nomination (page 4 of this online form)
 - This summary, consisting of five categories, should provide comprehensive and detailed information about the person's contributions to Queen's and may be completed in point form.
 - Lead nominators will be asked to complete the following five categories: Breadth of Impact, Contributions Above and Beyond, Contributions to the University's Success, Length of Service, and Support from a Broad Range of Persons.
- A minimum of five (5) and maximum of eight (8) signed nomination letters (max. 2 pages per letter) from the lead nominator and individuals familiar with the nominee's accomplishments, which can be co-signed by multiple individuals. The lead nominator is responsible for collecting these letters. These letters must be compiled into a single PDF package and uploaded using this form (page 5 of this online form)

Nomination Criteria & Guidelines

Lead nominators are strongly encouraged to refer to the additional guidelines and criteria for awarding DSAs at the following link: <https://www.queensu.ca/secretariat/university-council/distinguished-service-awards/distinguished-service-award-guidelines>

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Selection Process

The University Council Executive Committee will review all nominations and all nominations will be kept in confidence by the University Secretariat. Recipients will be informed immediately after the completion of the selection process. In the event a nomination is not successful, the lead nominator will be informed immediately following the selection process. Unsuccessful nominations may be carried forward to the next year, at the discretion of the lead nominator. Recipients will be recognized at a ceremony during the 2023 Fall Term.

Deadline

Submit your nomination by completing the online form and uploading the required supporting materials by Friday, April 26, 2024 at 4:00 pm EST. If you experience any difficulties using the online form, please contact the University Secretariat ucouncil@queensu.ca.

NOMINEE

First Name of **Nominee**

Last Name of **Nominee**

Street Address

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City & Province

Postal Code

Telephone Number

Email Address

Page Break

LEAD NOMINATOR

First Name of **Lead Nominator**

Last Name of **Lead Nominator**

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Affiliation *(please check all that apply)*

- Councillor
 - Alumni
 - Trustee
 - Faculty
 - Employee
 - Student
 - Senator
 - Retiree
-

Street Address

City & Province

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Postal Code

Telephone Number

Email Address

Page Break

SUMMARY OF NOMINATION

University’s Council’s Executive Committee will take into consideration a number of factors when selecting successful nominees. A strong nominee will demonstrate breadth of impact, contributions above and beyond what might normally be expected in one’s role, contributions to the university’s success as a whole, length of service, support from a broad range of persons associated with the university.

Please provide details related to all of these criteria below. Point form may be used.

1 - Breadth of Impact

(Please detail the nominee’s involvement in events/activities/causes across the university.)

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2 - Contributions Above and Beyond

(Please outline the nominee's work and discuss how it reflects the requirement that they have performed at a level above and beyond what might normally be expected in their role(s).)

3 - Contributions to the University's Success

(Please detail how the nominee's work has furthered the university's success.)

4 - Length of Service

(Please outline how long the nominee has been associated with Queen's and in what capacity.)

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5 - Support From a Broad Range of Persons

(Please list below the names of the individuals/groups that have provided the letters of support for this nomination. Please include their email address as well.)

- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____
- Name/Email Address _____

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NOMINATION LETTERS

A minimum of five (5) and maximum of eight (8) signed nomination letters (max. 2 pages per letter) are required to complete this nomination.

These letters may be:

- From the nominator and individuals familiar with the nominee's accomplishments
- Co-signed by multiple individuals

***NOTE:** All materials submitted are held in confidence. Successful candidates will receive the original nomination material after they are presented with their awards.*

Please compile all nomination letters into a single PDF file and upload the file here.

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