

## **The Dean of Science Distinguished Service Award (Staff)**

### **Guidelines and Criteria (January 2023)**

This award recognizes service superior to that normally expected of staff members. The award is based on excellence in areas including, but not limited to:

- Job performance to a high standard and in a manner that helps the Faculty of Science achieve its objectives.
- Efforts to make the Faculty of Science a welcome, inclusive, and accessible community for students, faculty, and staff.
- Actions to help students, faculty and colleagues in their work.
- Actions to make the Faculty of Science better known and respected in the community at large.

The award consists of a framed certificate and a cash award of \$500. Normally, no more than one award will be presented annually.

#### **Eligibility**

The award is open to all full-time staff members in the Faculty of Science, permanent or contractual, who have served for a minimum of three (3) years prior to nomination and who have not previously received the award.

#### **Nomination**

A call for nominations will be issued during the winter semester. Nominations may come from staff, faculty, and students in the Faculty of Science and preferably from more than one of these constituencies. The award will normally be given for a continuing pattern of exemplary performance over time; however, candidates who have shown outstanding performance in one particular activity will also be considered. Unsuccessful nominations will be carried over for one additional year at the request of the nominators.

Nominations should be sent to [melanief@mun.ca](mailto:melanief@mun.ca) by February 15, 2023 with the subject line “Distinguished Service Award”.

#### **Adjudication**

The Dean of Science will strike an ad hoc committee to evaluate nominations. The Committee shall set its own operating agenda, and may ask for any additional documentation that it feels is necessary for evaluating any candidate. In carrying out the evaluation, the Committee shall consider such aspects as resourcefulness, initiative, responsiveness in delivering service, dedication to high standards, support of equity, diversity and inclusiveness, and impact on the Faculty of Science.

The Committee's recommendations shall be made to the Dean, who may also seek input and advice from the Heads and Associate Deans. The Dean's decision(s) shall be final.