

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, KHS-46. The nomination must be received by **4 pm on Friday, March 31, 2017.***

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.

	<b>Nominators' signature</b>	<b>Print Name</b>	<b>Position</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

RYERSON FACULTY ASSOCIATION  
**AWARDS**

<b>Name</b>	<b>RFA DISTINGUISHED SERVICE AWARD</b>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Recognises <b>outstanding service to the RFA including, but not necessarily restricted to:</b> <ul style="list-style-type: none"> <li>➤ extent of volunteer commitment</li> <li>➤ sustained level of contribution over time</li> <li>➤ exemplary handling of duties associated with office held</li> <li>➤ contributions over and above those expected of office held</li> </ul> </li> <li>• Awarded annually</li> <li>• Normally only one award per year; no more than two</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• any member of the RFA <ul style="list-style-type: none"> <li>➤ Members of the RFA Executive are not eligible during their term of office.</li> </ul> </li> <li>• any non-member of the RFA whose service <b>to the Association</b> is thought to be “distinguished”</li> </ul>
<b>Nominations</b>	<ul style="list-style-type: none"> <li>• Call issued by Professional Affairs Committee to: <ul style="list-style-type: none"> <li>➤ Executive Committee</li> <li>➤ Representatives’ Council</li> <li>➤ All Standing Committee of the Association</li> <li>➤ RFA Staff</li> </ul> </li> <li>• <b>FOUR (4)</b> nominators from above groups required</li> <li>• received by the Chair, Professional Affairs Committee</li> </ul>
<b>Adjudication</b>	<ul style="list-style-type: none"> <li>• Nominations to be reviewed by a committee consisting of members of the Professional Affairs Committee, the Immediate past-President, if available, one member named by and from the Executive Committee, the Executive Director, Labour Relations and the Office Manager</li> <li>• Recommendation to the Executive requires support of a 2/3 majority of the committee</li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Nominations: <ul style="list-style-type: none"> <li>➤ call to be issued by March 1, 2017</li> <li>➤ must be received by 4:00 p.m. March 31, 2017</li> </ul> </li> <li>• Adjudication <ul style="list-style-type: none"> <li>➤ Recommendation to Executive nearest to April 15, 2017</li> </ul> </li> </ul>
<b>Announcement</b>	<ul style="list-style-type: none"> <li>• <i>rfa-announce</i> following Executive ratification of Adjudication Committee recommendation</li> </ul>
<b>Award</b>	<ul style="list-style-type: none"> <li>• Plaque or other similar form of recognition as recommended by Adjudication Committee</li> </ul>
<b>Presentation</b>	<ul style="list-style-type: none"> <li>• May General Meeting</li> </ul>