



## Distinguished Service Award Policy

<b>Category:</b>	Member Benefits
<b>Date last Revised:</b>	September 2023
<b>Scheduled for Review:</b>	Spring 2026

### I. Overview

The MRFA may present a Distinguished Service Award (DSA) to a faculty member who has made exemplary contributions to the work of the Association, such that the pursuit of the Association's objectives has been significantly advanced, or such that its governance or operations have been significantly enhanced.

### II. Authority

The DSA shall be awarded at the direction of the MRFA Executive Board in the Spring of each academic year. More than one award may be given each academic year, or no award may be given, as per the decision of the MRFA Executive Board.

### III. Eligibility

All Regular Members of the Association and all Retired Members of the Association are eligible.

In considering potential recipients, the Executive Board shall consider members' long term, exemplary and diverse contributions to the MRFA. Award recipients' efforts shall have significantly advanced the pursuit of the Association's objectives or enhanced its governance or operations.

A member may not be given the Distinguished Service Award more than once.

### IV. Process

- i. Nominations for the DSA shall be reviewed by the MRFA Executive Board in the Spring of each academic year. The nomination must clearly and explicitly state how the nominee meets the award criteria.
- ii. The award(s) shall be presented at the MRFA AGM (or at any other event deemed appropriate by the Executive Board). It shall consist of a framed certificate, a plaque in the Faculty Centre, and a monetary award of \$750.
- iii. While not limiting the Executive Board's discretion to nominate other members for the CAUT Distinguished Service Award, Members who receive the MRFA DSA shall automatically be nominated for the CAUT Award.

### V. Related Documents

Distinguished Service Award Nomination form (appended to this policy)

Awards Policy



## Nomination Form for MRFA Distinguished Service Award

Please complete the form below, provide required attachments, and submit the nomination package to [facultyrelations@mrfa.net](mailto:facultyrelations@mrfa.net) by the second Friday of March or consideration of an award to be granted in the current academic year.

### Section 1: Nominee Information

<b>Name:</b>	
<b>Academic Unit:</b>	
<b>Employment Category:</b>	
<b>Email:</b>	
<b>Phone:</b>	

## Section 2: Criteria

The Distinguished Service Award recognizes a member of the Association who has made exemplary contributions to the collegial governance of the Association and Mount Royal.

Evidence of the following criteria will be considered by the MRFA Awards Committee in determining eligibility for the Distinguished Service Award and both criteria must be met:

- (1)** The member has had impactful, long term, exemplary, and diverse service on MRFA committees and/or University-wide committees which relate to the mandate of the MRFA; **and**
- (2)** The member's efforts have significantly enhanced important aspects of the operations of the Association and/or the University as it relates to the work of the Association.

**Section 3: Nominator Information**

<b>Name:</b>	
<b>Academic Unit:</b>	
<b>Email:</b>	
<b>Phone:</b>	

I have attached:	<ul style="list-style-type: none"><li>• Completed Nomination Form with summary of the nomination and statement of support</li><li>• Letters of support (2 letters are required)</li></ul>
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**Supporting Signatures** (2 current faculty members)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Complete nominations should be emailed to [facultyrelations@mrfanet.net](mailto:facultyrelations@mrfanet.net) by the Thursday prior to the Winter Reading Week for consideration in the current academic year.