

DSA Nomination Form - 2025

Thank you for your interest in nominating someone for the 2025 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:

- x Online Nomination Form (pages 2 and 3 of this online form)
- x Summary of Nomination (page 4 of this online form)
 - o 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.
 - o 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.
- x A minimum of five (5) and maximum of eight (8) signed letters of support (maximum 2 pages per letter) from the nominator and individuals familiar with the nominee's accomplishments and who are Queen's faculty, staff, students, retirees, alumni, members (elected, appointed, ex officio or honorary) of the Council, the Board of Trustees, and the Queen's Alumni Association. Letters may 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 to this online nomination 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>

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 next year, at the discretion of the lead nominator. Recipients will be recognized at a ceremony during the 2025 Fall Term.

Deadline

Submit your non proceed (ill b)-1.5 (e6.84 CIDt)-4.5 (t)-4.5 (h)-4 (e)8.8 (a)2-e)-3C:r04 521.76 38.28 Tm [(of.5 (

Province

Postal Code

Telephone Number

Email Address

LEAD NOMINATOR

First Name of **Lead Nominator**

Last Name of **Lead Nominator**

Affiliation *(please check all that apply)*

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

4 - Length of Service

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

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- x From the nominator and individuals familiar with the nominee's accomplishments
- x 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.