



Call for Nominations 2024 Acadia Alumni Outstanding University Service Award

The purpose of the *Acadia Alumni Outstanding University Service Award* is to recognize a staff member who has had a significant positive impact on Acadia, its students and/or its alumni. It is an expression of the Alumni Association's appreciation for an outstanding staff member who has contributed above and beyond job requirements to ensure that Acadia provides an environment that encourages academic, athletic, cultural, organizational and social development. The ideal candidate would demonstrate a dedication to the goals of the university and exemplify the Acadia spirit. Of greatest importance is the person's ability to foster an environment in which students and/or members of the Acadia community thrive.

The Acadia Alumni Association derives strength from the diversity of the alumni community. As a result, the Association is committed to creating a culture of inclusion and equity in the work they do and encourages award nominations for individuals of all races, colours, religions, genders, gender identities or expressions, sexual orientations, national origins, disabilities, socioeconomic statuses, and ages.

Nominations must be submitted by **April 30, 2024** for consideration for the 2024 award. The award will be presented to the recipient at the Summer Assembly.

Guidelines for Nominations

If you know a worthy candidate you would like to nominate for this award, please prepare a submission.

To be considered complete, your nomination package must have the following components:

1. A completed copy of this nomination form.
2. A brief summary or letter describing the nominee's contributions and your reasons for nominating the candidate.
3. A minimum of one additional reference letter supporting this nomination (maximum five letters of reference).
4. Any additional supporting documentation you would like included for consideration by the selection committee (e.g. copies of relevant articles that illustrate the nominee's achievements and service).

Past successful nomination packages have included:

- A broad range of explicit examples that speak directly to the award criteria
- A strong primary nomination in addition to strong letters of reference (maximum five additional letters)
- Letters of reference that are detailed and provide examples of the nominee's impact and achievements and demonstrate how the nominee has gone above and beyond in their contributions to their role

Additional Notes:

- 1) Candidates must be a former or current full-time, part-time or contract employee of Acadia University, the Acadia Students' Union or a third-party provider to the Acadia University community.
- 2) Current members of faculty, the Acadia Alumni Board of Directors, the Acadia Board of Governors or Senior Administration are not eligible to receive this award.
- 3) Individuals who are currently elected members of federal, provincial or municipal government are not eligible to stand as an award nominee.
- 4) To maintain the integrity of the awards program and to respect the privacy of those consulted, the selection committee keeps nominations confidential, and we ask that nominators do the same. Nominators and those providing letters of support are encouraged to share their submissions with the nominee if they wish to do so.
- 5) Nominations are considered for up to five consecutive years and the nominator may add supporting information annually or withdraw the nomination at any point.

Nomination Deadline: April 30, 2024

Please send completed nomination packages to Melanie Jackson at melanie.jackson@acadiau.ca or by mail to Alumni Hall, 512 Main Street, Wolfville, NS B4P 2R6.

2024 Acadia Alumni Outstanding University Service Award – Nomination Form

Nominee Information:

Full Name: _____

Current Position/Occupation: _____

Phone Number: _____

Email Address: _____

Acadia Degree(s): If applicable _____

Class Year(s): If applicable _____

Nominator Information:

Full Name: _____

Occupation: _____

Relationship to Nominee: _____

Email Address: _____