

## President's Medal for Distinguished Service

**Effective Date:** June 7, 2024

**Supersedes:** February 16, 2023, October 2013

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**Purpose:** To recognize those individuals who have provided exemplary service to the university, over a sustained period of time, over and above the normal requirements of their positions

**Eligibility:** The award is intended primarily to recognize administrative staff, but faculty may also be recognized for work or achievements that would not normally be covered by the professor emeritus designation or other service awards already in place. Nominees must have been retired/resigned from the university in any capacity (including Board or Senate membership) for at least one year prior to consideration and have no ongoing formal relationship with the university.

**Criteria:** Breadth of impact Contributions above and beyond what would normally be expected in the nominee's primary role at the University Length of service to the University Individuals whose efforts have significantly enhanced the development and/or operations of one or more of the university's areas of endeavour; Individuals who have made a significant contribution to the life and development of the University

**Recognition:** Awarded at an event hosted by the President

**Form of Award:** Medal

**Frequency of Award:** There is no requirement that there be an award every year. Frequency is entirely dependent on the candidates put forward. No more than one medal will be awarded in a calendar year.

**Method of Selection:** Selected by the Honorary Degrees Committee

**Nomination process:** Form and supporting documents to be submitted to the Honorary Degrees Committee no later than March 31. In the event March 31 falls on a statutory holiday or on a weekend, the deadline will be the next business day.