

Toronto Metropolitan Faculty Association

CAREER ACHIEVEMENT AWARD

**Nomination Form**

**To the nominators:** Please fill in this form, attach it to the supportive documents and email it to [tfa@torontomu.ca](mailto:tfa@torontomu.ca). The nomination must be received by **4 pm on April 3, 2025**.

**Candidate's Name** \_\_\_\_\_  
(Please Print)

**Service to the Profession:** Please attach a separate document (up to 10 pages) describing the candidate's service to their profession (i.e. to discipline, to students, and/or to community) and include any supportive materials (e.g. 3- 5 letters of support).

The signatures of **four** nominators are required. At least two of the nominators must be members of the Executive Committee, the Representatives' Council, any Standing Committee of the TFA.

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

# Toronto Metropolitan Faculty Association AWARDS

|                     |   |
|---------------------|---|
| <b>Name</b>         | <b>TFA CAREER ACHIEVEMENT AWARD</b>   |
| <b>Criteria</b>     | <ul style="list-style-type: none"> <li>● Recognises a <b>sustained, outstanding career of contributions to the profession</b> including, but not necessarily restricted to: <ul style="list-style-type: none"> <li>○ contributions to one's discipline</li> <li>○ contributions to students</li> <li>○ contributions to one's community</li> </ul> </li> <li>● Awarded annually</li> <li>● Normally only one award per year; no more than</li> </ul>  |
| <b>Eligibility</b>  | <ul style="list-style-type: none"> <li>● Any member or retired member of the TFA</li> </ul>   |
| <b>Nominations</b>  | <ul style="list-style-type: none"> <li>● Call issued by Professional Affairs Committee to all members of the Association</li> <li>● <b>FOUR (4)</b> nominators required, at least two of whom must be members of: <ul style="list-style-type: none"> <li>○ Executive Committee; or</li> <li>○ Representatives' Council; or</li> <li>○ Any Standing Committee of the Association</li> </ul> </li> <li>● Received by the Office Manager, TFA Office (<a href="mailto:tfa@torontomu.ca">tfa@torontomu.ca</a>)</li> </ul> |
| <b>Adjudication</b> | <ul style="list-style-type: none"> <li>● Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee</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 6, 2025</li> <li>○ Deadline: <b>4:00 p.m. on April 3, 2025</b></li> </ul> </li> <li>● Adjudication <ul style="list-style-type: none"> <li>○ Recommendation to Executive for its second meeting in April</li> </ul> </li> </ul>  |
| <b>Announcement</b> | <ul style="list-style-type: none"> <li>● Chair, Professional Affairs to advise recipient(s) immediately following Executive ratification of Adjudication Committee recommendation</li> <li>● Winner to be announced on TFA-Announce following presentation</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>● Awards Reception during Spring General Meeting</li> </ul>  |