

Toronto Metropolitan Faculty Association

DISTINGUISHED SERVICE AWARD

Nomination Form

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

Candidate's Name _____
(Please Print)

Service to the Toronto Metropolitan Faculty Association (TFA): Please attach a separate document (up to 5 pages) describing the candidate's service to the Toronto Metropolitan Faculty Association (i.e., extent of volunteer commitment; sustained level of contribution over time; exemplary handling of duties associated with office held; and/or contributions over and above those expected of office held) and include any supportive materials (e.g. 3 – 5 letters of support).

The signatures of **four** nominators are required. Nominators must be a member of the Executive Committee, the Representatives' Council, and/or any Standing Committee of the TFA.

	Nominators' signature	Print Name	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

TORONTO METROPOLITAN FACULTY ASSOCIATION
AWARDS

Name	TFA DISTINGUISHED SERVICE AWARD
Criteria	<ul style="list-style-type: none"> ● Recognises outstanding service to the TFA including, but not necessarily restricted to: <ul style="list-style-type: none"> ○ extent of volunteer commitment ○ sustained level of contribution over time ○ exemplary handling of duties associated with office held ○ contributions over and above those expected of office held ● Awarded annually ● Normally only one award per year; no more than two
Eligibility	<ul style="list-style-type: none"> ● Any member of the TFA ● Members of the TFA Executive are not eligible during their term of office. ● Any non-member of the TFA whose service to the Association is thought to be “distinguished”
Nominations	<ul style="list-style-type: none"> ● Call issued by Professional Affairs Committee to: <ul style="list-style-type: none"> ○ Executive Committee ○ Representatives’ Council ○ All Standing Committees of the Association ● FOUR (4) nominators from above groups required ● Received by the TFA Office Manager
Adjudication	<ul style="list-style-type: none"> ● Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee ● Recommendation to the Executive requires support of a 2/3 majority of the committee
Deadlines	<ul style="list-style-type: none"> ● Nominations: <ul style="list-style-type: none"> ○ Call to be issued by March 6, 2025 ○ Deadline: 4:00 p.m. on April 3, 2025 ● Adjudication Recommendation to Executive for its second meeting in April
Announcement	<ul style="list-style-type: none"> ● Chair, Professional Affairs to advise recipient immediately following Executive ratification of Adjudication Committee recommendation ● TFA-Announce following Executive ratification of Adjudication Committee recommendation
Award	<ul style="list-style-type: none"> ● Plaque or other similar form of recognition as recommended by Adjudication Committee
Presentation	<ul style="list-style-type: none"> ● Awards Reception during Spring General Meeting

