NOMINATIONS
All members of the University of Saskatchewan community are invited to nominate an employee for the President’s Service Award. Each nomination must include:
1. a completed nomination form;
2. a one-page overview/executive summary by the nominator;
3. specific examples of how the nominee meets the criteria of this award; and
4. exactly three signed letters of support. These letters may be:
   - from internal supporters, for example, students, co-workers, supervisors;
   - from external supporters as they relate to the work of the nominee at the university; or
   - signed by one or more individuals.

The maximum length of the package, including the nomination form, must not exceed 12 pages. See tips on other side.

Nomination forms are available from the President’s Office or may be downloaded at usask.ca/leadershipteam/president/presidents-award-and-fund.php. Deadline is March 1, 2017. For further information, call 306-966-6681.

THE AWARD
The winner will receive special recognition and an award of $1,000. Two awards are presented annually, one at spring convocation and one at fall convocation.

SELECTION CRITERIA
The President’s Service Award is designed to recognize exceptional contributions by a non-academic staff member who is currently working at the University of Saskatchewan. Employee must be a current employee as of April 30 of year nomination is considered. Criteria for selection of the individual include evidence of the following:
- enhancement of the work environment by providing extraordinary service to the university community;
- inspiration, support and respect of the endeavours of others;
- distinction achieved through dedication and commitment; and
- clear demonstration of at least one of the principles or values as included in the mission, vision and values of the University of Saskatchewan.

SELECTION COMMITTEE
The selection committee will be appointed by the president and will include a representative from each of the following groups:
- Administrative and Supervisory Personnel Association (ASPA)
- University Employees’ Union (CUPE Local 1975)
- Exempt Staff
- Faculty
- Graduate Students’ Association (GSA)
- University of Saskatchewan Students’ Union (USSU)
- Human Resources Division
- Office of Communications
- President’s Office
- Senior Administration

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TIPS FOR PREPARING A PRESIDENT’S SERVICE AWARD PACKAGE

The President’s Service Award is designed to recognize exceptional contributions by a non-academic staff member who is currently working at the University of Saskatchewan. Criteria for selection of the individual include evidence of the following:

- enhancement of the work environment by providing extraordinary service to the university community;
- inspiration, support and respect of the endeavours of others;
- distinction achieved through dedication and commitment; and
- clear demonstration of at least one of the principles or values as included in the mission, vision and values of the University of Saskatchewan.

The President’s Service Award Committee considers applications of many deserving individuals. In order to assist nominators in preparing the best package possible on behalf of the nominee, we are pleased to provide the following tips for preparing a President’s Service Award package.

1. Start early!
   It takes longer than you think to put this package together; you will want to give individuals being asked to provide letters of support lots of lead time. As well, you will want to give yourself time to reflect on the information you gather and how to tie it all together in the executive summary.

2. Choose supporters wisely.
   This is particularly important given that the length of the package must not exceed 12 pages, including the nomination forms. Please submit no more than three letters of support as the committee cannot consider more than this number. Seek letters of support from individuals who have direct knowledge of the nominee and can speak first-hand about their contributions. When possible, ensure letters of support are solicited from a broad range of individuals with whom the nominee has interacted over time.

3. Speak directly to each criteria.
   Ensure that you ask individuals who are providing letters of support to speak directly to the selection criteria and include specific examples of behaviour that exemplifies the selection criteria. You should also be sure to speak directly to the selection criteria in any of your written documentation.

4. Use simple language.
   Try to avoid technical or discipline-specific terms. If it is not possible to avoid particular terms, explain or define the terms so that non-experts will understand them. It is helpful to have a non-expert review material that includes technical and/or discipline-specific language for clarity and understanding.

5. Clearly outline significance of contributions.
   While the significance of the nominee’s contributions may be obvious to you, do not assume it will be obvious to all those who are reading the applications. Help us make the connection between behaviours and/or activities toward specific outcomes.

   Deadlines are required so the individuals reviewing the applications have time to give each application the attention it deserves. We appreciate the time and energy that goes into a nomination and we want to give each nominee due consideration.

7. Appreciate!
   Take a moment to appreciate the individual you are nominating—we are fortunate to have so many people who meet the criteria for this award and are deserving. And, we appreciate you for taking the time to prepare a nomination.