

## **POLICY FOR GRANTING DISTINGUISHED SERVICE AWARD**

### **AT NEW JERSEY CITY UNIVERSITY (NJCU)**

All applications for the Distinguished Service Award, without exception, must be received by the **NJCU Senate Executive Committee (SEC)**. The SEC forwards recommendations to the administration.

#### **ELIGIBILITY AND CRITERIA**

Officially retired members of the university community are eligible for the Distinguished Service Award. Recipients of emeritus status are not eligible. Any faculty member, administrator, librarian, or professional staff member who meets all of the criteria listed below is eligible.

All applicants must have ten cumulative years of full-time service at NJCU. A faculty member, administrator, librarian, or professional staff member to receive the Distinguished Service Award must have demonstrated commitment to the university, its mission and its students. He/she/they must have achieved distinction through significant contributions to the university and community. He/she/they shall demonstrate evidence, **post-retirement**, of continuity in contributions to the university, to professional organizations, or to the community.

#### **GENERAL PROCEDURES**

Nominations for the Distinguished Service Award must be received, in electronic format only, by the Senate office by **January 30<sup>th</sup> in the year the award will be granted**. The Senate administrative assistant shall immediately forward the nominee's application to the University Senate Committee on Faculty and Professional Staff Affairs (FPSA). The Senate administrative assistant shall immediately notify the candidate that the nomination has been received.

The University Senate FPSA Committee shall have until April 1 of the spring semester to act upon any nomination. Should the committee not take any action, the nomination shall not go forward. The nomination may be re-submitted in the following year by the deadline indicated above.

1. Based on the criteria outlined above, the University Senate FPSA Committee will examine and evaluate evidence and credentials of all candidates and will forward names, both of nominees who were recommended and those who were not, plus a brief rationale for each decision of the committee, to the Senate Executive Committee (SEC) by April 1<sup>st</sup> of the year in which the award is to be granted. The SEC forwards the recommendations to the Provost.

2. The Provost will forward with a recommendation for each nominee within twenty days of receipt from the SEC, only the list of nominees formally recommended by the Senate pursuant to the stated procedures to the President for consideration
3. The President shall present the successful nominees to the Board of Trustees (BOT) for their approval, no later than the last BOT meeting of the current academic year.

Recipients of the Distinguished Service Award shall be announced at commencement and convocation in the same year in which the individual receives the award.

The administration and the Senate will coordinate notification to employees near retirement and to current retirees.

### **NOMINATION PROCEDURES**

The Senate solicits nominations for the Distinguished Service Award from members of the university community. All nominations must provide the following:

1. A nomination letter containing evidence that the nominee is deserving of the award. Self-nominations are allowed.

The nomination letter must include evidence of past accomplishments as well as evidence that the nominee has remained active and continues service or professional activities.

2. A minimum of three letters of support from other past or current university employees that provide evidence of continuing and past service or professional activities.
3. A current résumé or curriculum vitae (CV) listing past and continuing accomplishments of the nominee in the areas of service (university or community) or professional activities.

### **PRIVILEGES**

Privileges for recipients of the Distinguished Service Award shall be:

- Use of NJCU email address;
- Listing as recipient of the Distinguished Service Award (with email address) on the website for their department or unit;

- Listing on a plaque to be prominently located;
- Full access to all services of the university library;
- Yearly invitations to Convocation and Graduation, with gown rental privileges equivalent to those of the current full-time staff;
- An NJCU ID card;
- Parking privileges equivalent to those of the current staff;
- Complimentary access to the athletic center and athletic events.