BOARD OF GOVERNORS COMMITTEE ON DISTINGUISHED SERVICE AWARDS

Terms of Reference

1. To recommend candidates for the Distinguished Service Award for consideration by the Board of Governors.

2. To recommend on policy and criteria to be used in awarding the Distinguished Service Award.

Composition

1. The Chair of the Board
2. The Chancellor
3. The President
4. A student representative from Senate
5. Three other members of the Board

The Chair and Vice-Chair of the Committee are appointed annually by the Board of Governors on the recommendation of the Governance & Nominating Committee.

Policy and Procedures

1. Criteria

Distinguished Service Awards are awarded by the Board of Governors on the basis of distinguished contributions to Manitoba in areas which are of major interest to the University of Manitoba, and/or which are directly associated with the University.

2. Candidates

2.1 Members of the Board of Governors and Senate are requested annually to submit nominations for consideration by the Committee. Members of the staff (including retired staff) of the University are not eligible for the award.

2.2 Nominations approved by the Committee are recommended to the Board of Governors.

2.3 Only candidates receiving a two-thirds majority of the number of members of the Board present and voting are approved.

2.4 Approved candidates are placed on a list from which the Chair of the Board selects candidates for presentation of the Award at Convocation or other suitable occasion.

3. Policy

3.1 Number of Awards: Normally no more than seven Distinguished Service Awards are awarded in one academic year.

3.2 Presentation: Normally Distinguished Service Awards are presented at Convocation but the Chair of the Board may authorize presentation at another suitable occasion.
3.3 **Awards in Absentia:** The University will not offer a Distinguished Service Award to anyone who is not in a position to accept it in person. A Distinguished Service Award may be presented in absentia for cause.

3.4 **Recognition:** Recipients of the Award receive a University of Manitoba Distinguished Service Medal. A citation is read at the presentation ceremony.

3.5 **Procedure for Electing Candidates:** Elections are held at a regular or special meeting of the Board for which due notice has been given. Voting is by secret ballot.

4. **Guidelines to be Followed when Recommending a Candidate for a Distinguished Service Award**
   (a) Name of candidate
   (b) Address
   (c) Degree(s) held, if any
   (d) University awarding the degree(s)
   (e) *Curriculum vitae* to contain such details as:
       - Place of birth
       - Education
       - Field of endeavour
       - Publications, if any
       - Special awards
       - Distinguished service
   (f) A short description of contributions or special accomplishments on which the recommendation is made
   (g) Other information which may be pertinent.

Recommendations should be submitted to:
University Secretary, 312 Administration Building.