



SENATE AWARDS FOR EXCELLENCE IN SERVICE

Policy Sponsor:	Provost and Vice-President (Academic)	First Approved:	16 SEPTEMBER 2025
Primary Contact:	University Registrar	Last Updated:	
Approved by:	Senate	Review Scheduled:	

A. Purpose

The Senate Awards for Excellence in Service were established to emphasize the importance of service at Brandon University and to recognize and honour those faculty members who excel in their participation in collegial governance and work of Brandon University, meaningful contributions to their profession and/or discipline and/or contributions to the broader community through their professional competence.

B. The Award

A maximum of two awards will be presented annually at Spring Convocation; one Tier I and one Tier II award. The recipient(s) will be presented with a framed certificate signed by the President of the University, as Chair of Senate. A master plaque containing the names and department or Faculty/School/Unit affiliation of all recipients will be displayed on campus. The recipient(s) will also receive an additional \$5,000 in funds to be used as professional development and/or in support of service activities or a 3-credit hour teaching release for one academic year to be used within two years of receipt of the award in consultation with the recipient, department and Dean/Director.

C. Eligibility

Nominees for Tier II awards must

- have completed a minimum of 3 years of employment at Brandon University; and
- hold the rank of Assistant Professor, Professional Associate II, Instructional Associate II, Administrative Associate II, USports II, Athletic Therapist II, or Athletic Director II.

Nominees for Tier I awards must

- have completed a minimum of 3 years employment at Brandon University; and
- hold the rank of Associate Professor, Full Professor, Professional Associate III, Professional Associate IV, Instructional Associate III, Instructional Associate IV, Administrative Associate III, USports III, Athletic Therapist III, or Athletic Director III.

Individuals may hold both awards over the duration of their career. A minimum of 10 years must have elapsed between awards (i.e., an individual who received the Tier II award at Convocation in 2015 would be

eligible for the Tier I award in 2025). Additional significant service accomplishments are anticipated to have occurred in the interval between awards. Current members of the Brandon University Senate or Senate Executive Committee are not eligible.

In all cases when considering an applicant for this award, factors pertaining to Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation will be considered, as appropriate to the service context. Evaluation will focus on the quality, significance, and context of service contributions and their demonstrated impact, recognizing that excellence may be expressed through a range of service roles, leadership activities, and forms of engagement..

D. Criteria

Nominations are to be submitted by current faculty members (Professorial, Professional, and Contract Academic Staff), except for members on the Senate Executive Committee. The nominators shall provide a dossier to the Senate Office that demonstrates how the nominee meets the criteria. It shall include, in no particular order, the following:

- a curriculum vitae addressing the criteria specified for the award, including a list of service activities;
- a summary statement, not to exceed two pages, describing how the nominee satisfies the selection criteria;
- documentary evidence which demonstrates merit (i.e. faculty evaluations, letters confirming leadership of disciplinary/professional organization, confirmation of membership on University committees, etc.);
- at least two, but no more than three, one or two-page letters from colleagues (at both Brandon University and other institutional/organizations) clearly stating in what capacity they have worked with the nominee and outlining the nominee's service contributions; and
- evidence that the nominee has consented to the nomination.

E. Call for Nominations

- The Senate Office shall notify the University community that nominations are being sought by November 1st.
- Nominees must give their consent to being nominated.
- Nominations must be submitted electronically to the Senate Office by January 15th.
- The Senate Office will review for initial eligibility and distribute eligible nomination dossiers to the respective Deans/Directors by January 22nd.

F. Advisory Committee

Each Dean/Director of a unit in which there are nominations shall appoint and Chair an Advisory Committee consisting of at least two faculty members representing at least two departments. The two members should be active service contributors at Brandon University and/or with professional bodies.

Note: With the exception of the Chairs of the Advisory Committees, members of the Senate Executive may not serve on the Advisory Committees.

The Advisory Committee will be responsible for selecting the faculty/school/unit nominee. If there is a

nominee, the Advisory Committee shall forward the completed dossier and Committee recommendation letter to the Senate Executive Committee by way of the Senate Office by February 1st.

G. Senate Executive Committee

The Senate Executive Committee shall serve as the Recommendation Committee and shall develop a set of criteria by which nominations will be evaluated.

The Committee shall review the nominations forwarded by the Advisory Committees and, by applying the criteria to the information submitted for each nominee, may recommend one candidate. The recommendation to Senate, including nomination package, is to be forwarded to the Senate Office by **March 1st**.

H. Senate

The Senate will review recommendations and make final selection decisions at its March meeting.

I. Recipient Notification

The Senate Office will notify successful recipient(s) and provide information regarding processes for award receipt.