

**UNIVERSITY OF REGINA BOARD OF GOVERNORS
DISTINGUISHED SERVICE AWARD****Distinguished Service Award (DSA) Nomination Criteria and Process:**

1. The University of Regina Board of Governors Distinguished Service Award (DSA) is reserved for individuals who meet all the following criteria:
 - a. Who have rendered outstanding service to the University, above and beyond the expectations for the roles that they have held during their service
 - b. Whose service to the University has spanned many years
 - c. Who is no longer active in service at the University, which includes serving on the Board of Governors and Senate
 - d. Whose efforts have significantly enhanced the development and/or operations of one or more of the University of Regina's areas of endeavor; and
 - e. Whose nomination has support within the University community
2. Any individual within the University community may nominate a candidate for the Distinguished Service Award. To be considered, nominations will be in writing, will clearly identify the reasons for the nomination and the ways in which the nominee meets the criteria in 1 (above), and will be accompanied by at least one but no more than three letters of support from other members of the University community. Nominations and all information submitted will be treated as confidential, as nominations may or may not result in the granting of a Distinguished Service Award.
3. To protect the singular distinction that this award confers, it will not be awarded regularly. It will only be awarded at the discretion of the Board when the DSA Advisory Community recommends someone who the Board considers is a remarkable candidate with the attributes outlined above
4. Nominations submitted will be retained in confidence for a period of two years
5. When the Board selects a deserving candidate to receive the DSA, the award will be presented by the Chair of the Board at a suitable occasion (e.g. a long-service ceremony, a Convocation ceremony, a Board event, or an event specific to the award)
6. The DSA will consist of a citation and a framed certificate.