

**UNIVERSITY OF MANITOBA**  
Nomination Form: Distinguished Service Award

Nominations Submitted Without The Required Documents Will Be Returned to The Nominator. Please Ensure That All Relevant Documentation Is Provided.

**1. Name of NOMINEE:**

**Address of NOMINEE:**

Street	City	Prov./State
Country	Postal/Zip Code	Telephone

**2. Degrees held by the Nominee, including name of university awarding each degree:**

Degree	Institution	Date	Degree	Institution	Date

- 3. Attach Nominee’s curriculum vitae containing details such as: education; field of endeavor; a short description of publications, if any; special awards; and distinguished service.**
- 4. Attach a short description of contributions or special accomplishments on which the recommendation is made.**
- 5. Attach any other information which may be pertinent.**
- 6. Attach a short biographical summary.** Should the nominee be chosen as a distinguished service award recipient, this will form the basis of the citation at Convocation.

The citation is a statement of the significance of the candidates’s work as prepared by one of the nominators. It is intended to state very briefly why a candidate should be elected, and is essentially a summary of the nomination. The citation should establish that the candidate has achieved such distinction as described in the Distinguished Service Policy. Those preparing citations are asked to respect the limitation of length of 200 words. The citation should concentrate on the candidate’s original contributions.

To view examples of citations, please click [HERE](#)

The citation should be as readable as possible while sufficiently technical in content to allow those considering the nominations to make a confident assessment of the candidate for voting purposes. When a candidate is selected by the Distinguished Service Committee, the citation is the only document that will be circulated to the Board of Governors to help them in their voting. If a nominee is approved, the citation, or a condensed version of it, will be used for convocation and all related publications. The original citation is also the basis for the oral citation given at convocation. The citation is therefore an important document which should be carefully written and should contain as much useful information as possible.

7. **Name of NOMINATOR:**

**Address of NOMINATOR:**

Street	City	Prov./State
Country	Postal/Zip Code	Telephone

**NOMINATIONS MUST BE SUBMITTED NO LATER THAN DECEMBER 31<sup>st</sup>**

**TO:**

**Mr. Jeff Leclerc, University Secretary  
Office of the University Secretary  
312 Administration Building  
The University of Manitoba  
Winnipeg, MB R3T 2N2**

**ANY INQUIRIES SHOULD BE DIRECTED**

**TO:**

**Governance Specialist  
Office of the University Secretary  
Telephone: (204) 474-6165**

**Additional Information respecting recommending candidates for Distinguished Service Awards can be found in the Governing Documents Section, University Community, "Distinguished Service" at:**

[http://www.umanitoba.ca/admin/governance/governing\\_documents/community/267.htm](http://www.umanitoba.ca/admin/governance/governing_documents/community/267.htm)

**Relevant portions of the Policy are noted below:**

- 1. 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. Members of the staff of the University are not eligible for the award.**
- 3. Nominations approved by the Distinguished Service Award Committee are recommended to the Board of Governors. Only candidates receiving a two-thirds majority of the number of members of the Board present and voting are approved.**
- 4. Only candidates receiving a two-thirds majority of the number of members of Board present and voting are placed on the reserve list of approved candidates. Results of the election are confidential.**