

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.

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

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.