

Toronto Metropolitan Faculty Association

**TFA PERSON OF THE YEAR AWARD**

**Nomination Form**

**To the nominators:** Please fill in this form, attach it to the supportive documents and send it to the attention of the Chair, Professional Affairs Committee, at [tfa@torontomu.ca](mailto:tfa@torontomu.ca). The nomination must be received by **4 pm on April 3, 2025**.

**Candidate's Name** \_\_\_\_\_  
(Please Print)

**Services to the Toronto Metropolitan University Community:** Please attach a separate document (up to 5 pages) describing the candidate's services to Toronto Metropolitan University and include any supportive materials (e.g. 3-5 letters of support).

The signatures of **four** nominators are required. Nominators can represent any of the following constituencies: students, faculty, and academic administrators.

<b>Nominators' signature</b>	<b>Print Name</b>	<b>Constituency</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

# Toronto Metropolitan Faculty Association

## AWARDS

Name	TFA Person of the Year Award
<b>Criteria</b>	<ul style="list-style-type: none"> <li>● Recognises outstanding contribution(s) <b>to the TMU Community during the previous academic year</b> including, but not necessarily restricted to:               <ul style="list-style-type: none"> <li>○ a particular contribution likely to benefit the TMU Community over time</li> <li>○ volunteer commitment either within TMU or in the broader community that demonstrates an admirable balance of career and good citizenship</li> <li>○ exemplary handling of duties associated with any office held</li> </ul> </li> <li>● One award per year</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>● Anyone making an outstanding contribution to TMU, even if not a member of the Toronto Metropolitan University Community.</li> <li>● Members of the TFA Executive are not eligible during their term of office.</li> </ul>
<b>Nominations</b>	<ul style="list-style-type: none"> <li>● Call issued by Professional Affairs Committee to the entire TMU community</li> <li>● Received by the Office Manager, TFA Office (tfa@torontomu.ca)</li> <li>● The signatures of four nominators are required. Nominators can represent any of the following constituencies: students, faculty, and academic administrators</li> </ul>
<b>Adjudication</b>	<ul style="list-style-type: none"> <li>● Nominations to be reviewed by a committee consisting of all members of the Professional Affairs Committee</li> <li>● Recommendation to the Executive requires support of a 2/3 majority of the committee</li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>● Nominations:               <ul style="list-style-type: none"> <li>○ Call to be issued by March 6, 2025</li> <li>○ Deadline: <b>4:00 p.m. on April 3, 2025</b></li> </ul> </li> <li>● Adjudication               <ul style="list-style-type: none"> <li>○ Recommendation to Executive for its second meeting in April</li> </ul> </li> </ul>
<b>Announcement</b>	<ul style="list-style-type: none"> <li>● Chair, Professional Affairs to advise recipient immediately following Executive ratification of Adjudication Committee recommendation</li> <li>● Winner to be announced on TFA-Announce following presentation of award</li> </ul>
<b>Award</b>	<ul style="list-style-type: none"> <li>● Plaque or other similar form of recognition as recommended by Adjudication Committee</li> </ul>
<b>Presentation</b>	<ul style="list-style-type: none"> <li>● Awards Reception during Spring General Meeting</li> </ul>