**Faculty Association Special Service Award**

**Criteria**

* Exceptional service beyond the normal expectation of the responsibilities the nominee has accepted. This service must clearly help to improve the quality of life for the FA membership.
* Minimum of 3 years of FA membership and serving a continuing contract.
* The current FA President is not eligible for the award.

**Nomination Process**

* Officially nominated by two FA Council members. Recommendation for nomination can come from any FA member.
* The formal nomination requires submittal of written documentation of the exemplary service done by the candidate. This is submitted in secret to the FA President.
* The FA President announces that they have received a nomination for the award and appoints a committee to evaluate the nomination and accept or reject the nomination.
	+ The committee should consist of three FA members. It should include an officer, the area rep of the nominee, and a non-cabinet member.
	+ Neither the nominee nor the President should be appointed to the committee.
* The Committee reviews the submission and decides to award the recognition or reject it.
	+ Comparison of the written documentation of the current nominee to past nominees who have been approved should be done
	+ A secret vote should be held after the material is reviewed. It must be unanimous for the nominee to be awarded the Special Service Award.