

Distinguished Service Award Nomination Process

FREQUENTLY ASKED QUESTIONS

Q. What are the eligibility requirements?

A. The candidate will have made significant contributions to Syracuse University Libraries and the Syracuse University community. Criteria include dependability, flexibility, quality of work, dedication and collegiality. Candidates must be full-time employees who have worked for Syracuse University Libraries for at least three years.

Q. And the nomination procedures?

A. Forward nominations to the DSA Selection Panel at dsaward@syr.edu. Write a letter outlining why the nominee deserves this honor. Submit names of at least two references, but not more than five, including addresses and phone numbers. Inform the references that they need to submit letters to dsaward@syr.edu by the deadline, Monday, November 2, 2015. At least one reference must be the supervisor of the nominee, and one from the SU community or outside the SU community. If you prefer to have the DSA Selection Panel contact the references, please inform the chair.

Q. What is the deadline for nominations?

A. Nominations and accompanying documents must be submitted to the DSA Selection Panel at dsaward@syr.edu, by Monday, November 2, 2015.

Q. Why is candidacy restricted to staff with a minimum of three years employment at SU Libraries?

A. The DSA is a lifetime achievement award intended to recognize continued excellence over a period of years. It is not meant to honor one-time accomplishments.

Q. Who can act as a reference?

A. A minimum of two references are required. One must be a supervisor of the candidate. The other references could include other Libraries personnel, or University staff from outside the Libraries who have worked with the candidate, or a reference from the Syracuse community. Past references have included SU faculty and even a University vice president.

Q. The reference requirement seems complicated. Is it that difficult?

A. Not at all. The DSA Selection Panel is seeking references from individuals who know the candidate and the candidate's qualifications. Think of co-workers, individuals who have served on committees with the candidate, and faculty with whom the candidate has worked. The best procedure is to contact the references as soon as you have decided on a nominee. Ask the references to submit a letter to a selection panel member. Remember to inform the references of the deadline. If you choose to have the selection panel seek a letter from the reference, you must contact the reference in advance and secure her or his approval.

Q. Must the candidate have participated in Libraries-wide activities?

A. Not necessarily. While participation on Libraries' action teams, committees and organizations is encouraged, the candidate could be someone who does an outstanding job in her or his department.

Q. May I nominate more than one person?

A. No. Dual nominations are not accepted.

Q. Is anyone not eligible?

A. Yes. Past winners of the DSA (attached), the SULA Executive Board (below), and the DSA Selection Panel (below) are not eligible.

Q. Who are the SULA Executive Board members?

A. Vanessa St. Oegger-Menn, *Chair*
Gerry M. McCarthy, *Past-Chair*
Stephanie Helsher, *Chair-Elect*
Jessica Rice, *Secretary*
Kristin K. Neri, *Member-at-Large*

Q. Who are the DSA Selection Panel members?

A. Tasha Cooper; *Chair*
Nicolette A. Dobrowolski
Patrick Midtlyng
Stephen Singer
William Vogel

Other Questions?

Please do not hesitate to contact any member of the DSA Selection Panel.

And remember the deadline is:

MONDAY, NOVEMBER 2, 2015.