

Nomination Guidelines

DISTINGUISHED SCHOLARSHIP AWARD



Senate

ABOUT THE AWARD

Exemplary teaching is a core element of Kwantlen Polytechnic University (KPU), and scholarship in its diverse forms is integral to that endeavour: the scholarship of discovery, creativity, application, teaching and learning, and integration. Accordingly, KPU recognizes and celebrates outstanding examples of such scholarship.

This award is administered in accordance with KPU's *AD5: Honorary Degrees and Awards* [Policy](#) and [Procedure](#).

Nominations for the Award may be submitted by any KPU faculty member, staff member, or student by the posted deadline on the [Senate Standing Committee on Tributes website](#). Up to one award may be presented annually.

ELIGIBILITY

Current or former KPU employees are eligible for nomination.

SELECTION CRITERIA

There are no fixed criteria for selection of the Award. Generally, successful nominees will have demonstrated outstanding scholarship and a recognized and substantial impact on one or more of the following: their discipline(s), students, colleagues, the University, and the broader community. Evidence of impact may include letters of support and other supporting documentation.

NOMINATION PROCESS

1. Nominators are required to complete the [online nomination form](#) and provide all required information.
2. Nominations are considered for two years. For a nomination carried into the second year, a complete updated dossier may be submitted by the posted deadline, subject to the same requirements as a new nomination. The updated dossier replaces the original submission and may incorporate additional evidence, if available. If no updated dossier is submitted, the original remains under consideration. The Senate Office will follow up directly with the nominator regarding the nomination process.

Nomination Dossier

The nomination dossier must include evidence demonstrating the nominee's scholarly excellence. Nomination dossiers are expected to be approximately 20 pages in length and must not exceed 30 pages, including all appendices and supplementary material. The [nominee's written permission](#) is submitted separately and does not count toward the page limit. Dossiers longer than 30 pages will be deemed ineligible. Nominee- and nominator-created text—including the nomination rationale, CV, and evidence summaries—must use a font size of at least 11 points. Incomplete and non-compliant dossiers will be returned.

The complete nomination dossier must be uploaded through the [online nomination form](#) as a single, combined PDF containing the following components in the order listed:

1. A rationale for the nomination, with reference to the selection criteria (not to exceed two pages).

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2. A current curriculum vitae highlighting the nominee's scholarly activities (not to exceed five pages).
3. Evidence of the impact, significance, and value of the nominee's scholarly contributions. Examples may include (but are not limited to):
 - Letters of support from students, colleagues, community partners, or institutional leaders (up to five letters in total)
 - Publications, papers, and conference abstracts
 - Exhibitions, performances, or displays of creative work
 - Conference presentations, invited talks, and public lectures
 - Professional development reports
 - Research outputs and activities that demonstrate the application, dissemination, or impact of scholarly work
 - Evidence of professional expertise and service, including media contributions
 - Demonstrated societal, community, or professional impact
 - Creative, technical, or applied works

There is no separate page limit for this section. It may use the pages remaining within the 30-page total after all other dossier components are counted.

Longer documents should be included in full only when the complete document is necessary to demonstrate the nominee's contribution or impact. Otherwise, include only the relevant excerpts and provide sufficient context for the committee to assess the evidence.

For materials not included in full, such as journal articles or long-form reports, or materials that cannot be included in a PDF, such as videos, provide an accessible link to the complete item. For each linked item, identify its title, source, and date and provide a concise summary and an explanation of how it supports the nomination.

Please note: All information submitted on behalf of the nominee will be kept confidential.

Collection Notice:

Kwantlen Polytechnic University (KPU), through the Senate Office, collects personal information submitted through the Senate award nomination process under section 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to administer and evaluate nominations for Senate awards in accordance with section 35.2(5)(i) of the University Act and the AD5 Honorary Degrees and Awards Policy and Procedure. Personal information about a nominee may be collected indirectly through the nomination process under section 27(1)(c)(i) of FIPPA. Any personal information submitted as part of a nomination must be limited to what is specifically requested in the applicable nomination requirements. Questions about this collection may be directed to the University Secretary, Kwantlen Polytechnic University, 20901 Langley Bypass, Langley, BC V3A 8G9, by telephone at 604-599-2357 or by email at senate@kpu.ca.

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SELECTION PROCESS

All nominations will be considered by the Senate Standing Committee on Tributes. The Committee's recommendations will be forwarded to Senate for its consideration and selection.

RECOGNITION

Recipients will be recognized at a convocation ceremony or another appropriate occasion and presented with a citation.