



Distinguished Service Award Policy

The NEAIR Distinguished Service Award is a meaningful recognition bestowed only to those persons who have made significant and substantial contributions to the field of institutional research, to the professional development of NEAIR colleagues and to the vitality and success of NEAIR as an organization over a period of years.

The Distinguished Service Award is to be made no more than once a year. The award is not required to be given annually. The award is honorary and shall be presented during the annual meeting of the Association. The Distinguished Service Award is not to be used simply to recognize persons retiring from active service in institutional research. Emeritus Membership status is the more appropriate recognition of service in this case.

Criteria for Award

1. Candidate should have been an active member of NEAIR for 10 or more years, not necessarily continuously.
2. "Significant and substantial contributions" may include, but are not limited to: NEAIR Steering Committee contributions/leadership; Elected office; Non-elected office (e.g. committee appointments, task force and/or advisory group service, NEAIR publications, etc.); Presentations at the NEAIR annual meeting; Mentorship/collegial activities; Contributions to the field of Institutional Research; and sustained contributions over time.

The sum of the recipient's relevant accomplishments to the Association shall be judged by the Steering Committee to have made highly meaningful contributions to the professional development of NEAIR members and to the advancement of the field of institutional research and its knowledge base over a significant period of years.

Procedures for Nomination and Selection

1. Members of NEAIR will submit nominations to the president of the Association by February 1 using the official nomination form and providing supporting documentation as requested.
2. The president or designee will obtain whatever additional information on the nominee is necessary and prepare materials for distribution to the Steering Committee.
3. The Steering Committee will review the nominations and vote to select one or none of the nominees each year. Selection requires an affirmative vote by two thirds of the Steering Committee members officially convened in person at the spring meeting, and physically present for the vote.
4. Should a Steering Committee member have nominated or supplied a letter of support for a nominee, s/he shall recuse him/herself from the vote, and any discussion.
5. The Steering Committee will use the 'Criteria for Award' specifications noted above to inform discussion of nominee qualifications.
6. Notification will be sent to the person(s) sponsoring the successful DSA nomination by the president or designee within two weeks of the SC meeting, and to the nominee, if his/her nomination is known to them. If necessary, notice will also be sent by the president or designee to the sponsor(s) of nominees who are not selected, and to the nominee, if his/her nomination is known to them, to congratulate them on their nomination, noting that they can be re-nominated in subsequent years.

President, Program and Local Arrangements Chair, and nominee sponsor will work out an appropriate time for the award ceremony during the Annual Meeting. Nominators may be asked to help in presenting award.

Material Manifestations of the Award

1. Lifetime membership in the Association
2. A plaque for the person to be organized by the Treasurer with input from the President or designee