



## Recognition Awards Emeritus Nomination Form

### AWARD DESCRIPTION

The Emeritus Award is offered for those retirees who have displayed substantial activity within the Association over a period of time. It provides recognition to qualified Association members upon their official retirement from their major continuing education role at their institution.

### CRITERIA

1. Nominations must be made by a current member of CEANY in good standing.
2. Nomination must be from within the last year of annual conference.
3. Must have been a member in good standing of CEANY for at least a total of ten years.
4. Must have been a member of the continuing education profession for at least at total of fifteen years.
5. Must have served the Association in a leadership capacity for at least five years (i.e. chair of committee(s), conference or meeting chair, etc.).
6. Must have made a significant contribution to continuing education and to an institution.

### SUBMISSION INSTRUCTIONS

1. Complete and submit nomination form and attachments electronically to [nominations@ceany.org](mailto:nominations@ceany.org).
  - a. The award form by itself will not be considered a complete application without the required attachments.
  - b. When submitting, the name of the award followed by the nominated party must be written in the subject line of the email with nomination material. For example: Emeritus Award: Mason Smith
  - c. The award application form and attachments must be received as 1 “package.”
  - d. The maximum entire packet must not exceed 7 pages.
  - e. All award documentation must be attached documentation, not links.
  - f. The award must be received by the deadline date. No late submissions will be considered.
  - g. Attachments are not required but may be included.
2. Attach required documentation
  - a. CEANY Nomination Form including a 500 word or less summary of the nominee’s qualifications.
  - b. Two (2) Letters of Support describing the nominee’s qualifications; one letter must be from the nominating CEANY member institution .
  - c. Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education. Quality and quantity of documentation is important.

If selected, CEANY may use the application and award information on the website and in conference information. Further, CEANY may use any photographs of the award ceremony in promotional materials.

Award recipients will receive lifetime membership in the association and will be granted membership within the Association upon their request.



**Recognition Awards**  
**Emeritus Nomination Form**

Please check appropriate affiliation:  
 CUNY  SUNY  Other: \_\_\_\_\_

_____ <b>Nominee / Contact Name</b>	_____ <b>Position</b>
_____ <b>Institution</b>	_____ <b>Telephone Number</b>
_____ <b>Mailing Address (City, State, Zip)</b>	_____ <b>Email Address</b>
_____ <b>Nominator / Submitted by (if different than above)</b>	_____ <b>Position</b>
_____ <b>Institution</b>	_____ <b>Telephone Number</b>
_____ <b>Mailing Address (City, State, Zip)</b>	_____ <b>Email Address</b>

Please summarize the nominee's qualifications for this award in 500 words or less.