

Guidelines for the CEAL Distinguished Service Award

Revised on March 15, 2019

Submitted by: Taskforce on CEAL Distinguished Service Award (May 2018 - April 2020)

The following is the procedure developed by the Task Force for establishing the CEAL Distinguished Service Award.

1. Title of Award

CEAL Distinguished Service Award

2. Background of Award

Established in 1958, CEAL has played a vital leadership role in supporting the rapidly growing academic fields in studies about East Asia. Many CEAL members have made distinguished contributions to East Asian librarianship and to developing resources and services for East Asian Studies. They have exerted significant impact on the profession. To praise and promote CEAL members' outstanding contributions to East Asian librarianship, the CEAL president (2018-2020) proposed and the CEAL Executive Board (EB) approved the establishment of the CEAL Distinguished Service Award as the organization's highest recognition for an individual CEAL member who meets the criteria of the award. The Task Force on establishing the CEAL Distinguished Service Award was formed in 2018. The award recipient will be chosen by CEAL biennially, and the award will be presented by the CEAL President at the following CEAL Annual Conference.

3. Responsibilities of the CEAL Distinguished Service Committee

- 1) The Committee shall publicize the award through announcements in *Eastlib* and in CEAL Annual Meetings.
- 2) Policy questions regarding criteria or eligibility for the award may be directed to the Committee Chair for clarification.
- 3) The Committee shall call for and review nominations and select the award recipient.
- 4) The Committee shall present its selection to the President and Vice-President/President-Elect for approval. Once it is approved, the result shall be sent to the CEAL EB.
- 5) The Committee shall thank all nominators for their efforts and inform them that the result will be announced officially. The award recipient shall be contacted with the good news. Award disclosure shall remain confidential until the official announcement has been made.
- 6) The Committee shall coordinate with the President regarding the award ceremony.
- 7) The Committee shall work with the Library Technology Committee and the Publications Committee for publicizing the award recipient.

- 8) The Committee shall serve for the duration of a two-year term, including the award nomination process, through to the presentation of the award, and including any necessary follow-up after the presentation.

4. Number and Frequency of Awards

- 1) The CEAL Distinguished Service Award will first be presented at the 2020 CEAL Annual Conference.
- 2) One (1) award recipient will be honored at CEAL's Annual Conference biennially (beginning in 2020).
- 3) No award will be given if no nominated candidate was chosen.

5. Nomination Criteria

- 1) Nominators must be **current** CEAL members.
- 2) Nominees must be **current** or **former** CEAL members.
- 3) Each nominator may only submit one (1) nomination.
- 4) Previous award recipients may not be nominated again.
- 5) Self-nominations are not accepted.

6. Selection Criteria

The award is CEAL's highest honor, recognizing extraordinary excellence in East Asian librarianship. It honors remarkable professional practice and great service to library users, which is exemplified in many ways and includes all aspects of library work, from public service to technical services and administration, and service to the profession through CEAL and other professional organizations. It also includes insightful and relevant research and writing and inspired teaching. Award recipients are leaders whose work exemplifies creativity, leadership and/or scholarship in service to East Asian libraries.

7. Composition of the CEAL Distinguished Service Award Committee

- 1) The President shall appoint, with the approval of the Executive Board, the Chair of the Committee.
- 2) The Chair of the Committee should be an Executive Board member.
- 3) The Chair of the Committee shall appoint members to serve on the Committee. The Committee should consist of a chair, a maximum of four (4) additional members, and ex-officio members.

- 4) Committee members should reflect CEAL membership as a whole, with a broad and balanced representation of geographic areas, specializations, and fields of expertise. Committee members must include all three geographic/linguistic “areas”: China, Japan and Korea.
- 5) At least three (3) of the members should be selected from current Executive Board members.
- 6) The President and Vice-President/President-Elect shall serve as ex-officio members of the Distinguished Service Award Committee.
- 7) If the Chair does not complete his/her term, the President shall appoint, with the approval of the Executive Board, a new Chair from among Executive Board members to complete the remainder of the term.
- 8) If any member does not complete his/her term, the Chair shall appoint a new member to complete the remainder of the term.
- 9) The Chair of the Distinguished Service Award Committee, in consultation with the President, the Vice President/President-Elect, and the Secretary, shall assume overall responsibility for carrying out the Committee’s mandate, unless otherwise arranged by the Executive Board.
- 10) Members of the Distinguished Service Award Committee may not be nominated for the award. In order to prevent their nomination, once the Committee is formed, the members’ names will be announced to the CEAL membership.

8. Nomination Timeline

- 1) The Committee shall issue a call for nominations on September 1 (biennial).
- 2) The deadline for submissions of nominations will be November 15 (biennial).
- 3) Selection of the award recipient is to be made by January 31 (biennial).
- 4) The announcement of the award recipient will be made at the CEAL Annual Conference (biennial).

9. Notification of Award

The award recipient shall be notified prior to the official announcement of the award.

10. Prize

- 1) A plaque will be presented to the award recipient to commemorate the occasion.
- 2) Award recognition:
 - a. A short article with a photo (optional) of the award recipient will be published in JEAL and on the CEAL Website.

- b. A letter of recognition from the CEAL President shall be sent to the award recipient's University Librarian and/or other institution head as appropriate.
- c. No monetary award will be provided.

Note: A list of all CEAL Distinguished Service Award recipients will be published on the CEAL Website.

11. Nomination Package

- 1) The nomination form must be completed in its entirety. To receive consideration, nominations must be received by November 15 (biennial).
- 2) Electronic submissions through the online nomination form are required (preferred format of the documents to be determined by the Committee prior to announcement and call for nominations).
- 3) All nominations must be made using the nomination form provided on the CEAL Website. The form should include the following:
 - a. Nominator Information
 - i. Full Name
 - ii. Title
 - iii. Name of Institution
 - iv. Contact information
 - v. Status (Current member)
 - vi. Signature
 - vii. Date of signature
 - viii. Certification of willingness to be recognized as nominator
 - b. Nominee Information
 - i. Full Name
 - ii. Title
 - iii. Name of Institution
 - iv. Contact information
 - v. Status (Current/Former member, CEAL Membership starting year, Retirement year)
 - c. Supporting documents, including:
 - i. Current curriculum vitae for the person being nominated
 - ii. Formal nomination letter from the nominator (Outlining how the nominee meets the selection criteria)
 - iii. Three (3) letters of support

Note 1: It is the responsibility of the nominators to provide all supporting documentation.

Note 2: All letters of support should be compiled by the nominator and submitted together with the nomination, using the nomination form provided on the CEAL Website.

Note 3: Petitions and letter-writing campaigns (beyond those letters included with the application) are discouraged and will not be considered in the evaluation process, nor will they influence the Committee.

12. Discontinuing/Suspending or Reviving the Award

- 1) The CEAL Distinguished Service Award may be discontinued or suspended by the CEAL Executive Board for any reason, such as the following:
 - a. A general lack of interest in the award, as shown by the failure of the Committee to receive any nominations or applications for the award
 - b. Inability of the committee to make a selection of an award recipient because the terms of the award are unworkable, impractical, or outdated.
 - c. Continuing pressure brought to bear on the Committee to influence the selection of an award recipient.
 - d. Any other reasons deemed appropriate by the CEAL Executive Board.
- 2) Any recommendation to discontinue or suspend the CEAL Distinguished Service Award must be made to the CEAL Executive Board by the CEAL Distinguished Service Award Committee. Upon the approval of the CEAL Executive Board, the recommendation would be presented to the CEAL Distinguished Service Award Committee for action.
- 3) If the award is discontinued or suspended for one of the reasons listed above, a statement of the Committees' intention to discontinue or suspend the award, citing at least one of those listed reasons must be submitted to the CEAL President. The statement must specify the effective date of the discontinuation or suspension.
- 4) Should the award be inactive, the CEAL Executive Board may revive it based on renewed interest from the CEAL membership.