



# ALUMNI CROWNING ACHIEVEMENT AWARDS

2023 Terms of Reference



University  
of Regina



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## Overview

Through their outstanding personal and professional contributions, University of Regina alumni inspire their fellow alumni, current students, and the community, both close to home and around the world. They bring pride and recognition to the University as a testament to the quality of a University of Regina education.

Award recipients are honoured for their outstanding achievements and innovation, commitment to excellence, community engagement and leadership, and impact on our social, cultural, and economic well-being.

## Award Categories & Criteria

The University of Regina invites nominations for alumni who have made significant contributions to their communities, and have inspired through outstanding personal or professional achievements.

**Outstanding/significant will be characterized by qualities including but not limited to:**

- Prominence and acclaim in their chosen field.
- Consistent and comprehensive record of excellence and achievement beyond the norm.
- Persistent effort and courage in the face of adversity.
- Innovative and effective approaches to challenging problems.
- Ongoing and positive effect on their field and/or other people.
- Strengthening alumni pride and affinity to University of Regina.
- Demonstrating leadership in their pursuit of success.

### 2.1 Lifetime Achievement

This award recognizes an individual who, over the course of a lifetime, has made outstanding contributions on a regional, national or international basis in any field of endeavour.

### 2.2 Distinguished Professional Achievement

This award recognizes alumni who, over the course of their careers, have made significant contributions to their fields or areas of expertise. The recipient is a role model, setting standards of excellence to which others can aspire. Recipients may have distinguished themselves in business, academics, athletics, government service, not-for-profit leadership, the arts, or any other career path.

### 2.3 Distinguished Humanitarian & Community Service Award

The Distinguished Alumni Award for Humanitarian & Community Service recognizes distinguished community or voluntary service which has made a difference to the well-being of others.

### 2.4 Dr. Robert and Norma Ferguson Award for Outstanding Volunteer Service

This award recognizes outstanding volunteer leadership and service to the University of Regina and/or the University of Regina Alumni Association. Nominees have dedicated themselves to service that has enhanced the stature, reputation, and overall strength of the U of R through their generosity and commitment to the University's values.

### 2.5 Outstanding Young Alumni

This award recognizes graduates of the University of Regina under 35 years of age who have distinguished themselves through accomplishments in their professional careers or community service. Must be age 35 or under as of December 31, 2023.

### 2.6 Academic Professional Award

This award recognizes graduates who have made significant contributions to a post-secondary academic career through research, teaching, program development and/or educational administration. At least 50 per cent of their current or past employment (if retired/emeritus) must be in academia.

## 2.7 Innovation Award

This award recognizes an alum or group of alumni who has/have created, implemented, or discovered an innovative program, process, or product within the last two years. The innovation must have significant meaning to their profession, community, or the University of Regina. In order for a group or team nomination to be considered eligible, half of the group must be graduates of the University of Regina.

## Nomination Guidelines

### 3.1 Eligibility

Nominees must be graduates of the University of Regina in a recognized degree, diploma or certificate program. An individual may be awarded an ACAA in more than one category, but may be honoured in only one category each year.

Group nominations will be considered for the awards. Unless otherwise indicated, members of the group must be University of Regina alumni, and be represented equally within the nomination information regarding individual roles and the relevance to the service being provided.

The following alumni cannot be nominated:

- Alumni who have received an honorary degree from the University of Regina.
- Current or sitting politicians, at any level, are not eligible for nomination. These individuals are eligible for nomination after a one-year waiting period from the date they step down from their position.
- Members of the Alumni Crowning Achievement Awards Selection panel.
- Members of URAA (University of Regina Alumni Association) Board of Directors.
- Members of the University of Regina Board of Governors.

Posthumous nominations will not be considered.

### 3.2 Conditions of Nomination & Award

1. Awards for each category need not be given every year.
2. All nominations will be treated as confidential.
3. Nominations received after the closing date will not be accepted.
4. Alumni may not nominate themselves.
5. Nominees must be in good standing in the community and cannot have engaged in activities that could bring any dishonour to the University of Regina or themselves.
6. Nominations must be submitted in accordance with the guidelines presented that year.
7. An individual may receive an award in more than one category during their lifetime, but may be honoured in only one category per year.
8. Group nominations will be considered for the awards. All members of the group must be University of Regina alumni, and be represented equally within the nomination information regarding individual roles and the relevance to the service being provided.
9. Nominations can be made by University of Regina alumni, staff, faculty, students, or a member of the public.
10. Nominators must contact the individual prior to submitting their nomination package to confirm the following:
  - a. Individual agrees to be nominated.
  - b. The nominee understands their potential selection is contingent upon them participating in publicity efforts surrounding the awards, which may include activities such as attending an awards dinner event (in person or virtual), a videotaped interview, a photo shoot or interviews for alumni publications and news media.

11. Submissions (in any of the five categories) for nominees who are current or past University of Regina faculty and staff should highlight their contributions beyond their normal work duties. University of Regina faculty nominations should highlight community outreach and/or leadership in their research areas that are exceptional or surpass what is expected of them.
12. Nominations in the Community Service category should highlight a nominee's volunteer, charitable and non-paid community services and experiences.
13. The University of Regina may, at its discretion, revoke an Alumni Crowning Achievement Award.

CVs, additional letters of support, or lists of publications will not be accepted nor will other additional information be reviewed if does not relate nor directly support the nomination.

### 3.3 Nomination Process

1. All nominations must be submitted using the online web form or downloadable form on the University of Regina Alumni website.
2. All nominations and supporting documents are considered confidential.
3. A nomination form must be completed in-full or the nomination will not be considered.
4. Nomination packages will include:
  - a. Nominator and nominee contact information
  - b. Biographical summary
    - i. How they are extraordinary?
    - ii. What impact have they made in their profession and community?
    - iii. In what ways do they strengthen alumni pride and affinity of the University of Regina?
    - iv. How do they fulfill the award criteria?
  - c. Career Profile
    - i. Business, Professional, Academic
    - ii. Volunteer
  - d. Previous awards and honors if applicable
  - e. Letters of Support (1-3, maximum of three)
    - i. Letters should typed and include contact information for the supporter
    - ii. Letters should be from professional peers and those influenced or inspired by the nominee
    - iii. Letters from family members will not be accepted
5. Nominations will be reviewed by Alumni Relations prior to being submitted to the Alumni Crowning Achievement Awards Selection Panel to ensure all nominees meet the conditions of nomination, including degree(s), and completeness of application

### 3.5 Nominations from Previous Years

Unsuccessful nominations will automatically be moved forward for consideration for the next two years.

Nominators have the option to amend the information in the nomination package based on the nominee's experience and qualifications. An expired nomination may be submitted again through the regular nomination process.

### 3.6 Tips for Nomination

#### **Keep it simple**

The strongest nominations provide detailed, but brief descriptions that clearly explain why the individual is worthy of an award.

#### **Avoid Jargon**

Please avoid using profession-specific jargon in your nomination. Target your writing toward a general audience to ensure it is understood by nomination reviewers from a variety of professional backgrounds.

### **Tell Us Who They Are**

Include information about the nominee's personal interests, other awards received, charity work, community involvement or qualities that make them an inspiration if it helps illustrate how the nominee stands out from their peers. The letters of support are a great way to convey these details.

## **Awards Selection**

### **4.1 Selection Panel Membership**

Alumni Relations will recommend a slate of Alumni Crowning Achievement Awards Selection Panel members each year to the Associate Vice-President (Advancement & Communications). The Alumni Crowning Achievement Awards Selection Panel will include:

- Minimum of two previously selected Alumni Crowning Achievement Awards or Honorary Degree recipients
- Two selected members of the Alumni Association Board of Directors
- Two to five selected members from the University Advancement & Communications team

#### **Non-Voting Members**

- Alumni Relations designate

### **4.2 Role of the Selection Panel**

The Alumni Crowning Achievement Awards Selection Panel will review nominations against the established criteria. The panel will recommend to the President of the University of Regina for final review the proposed recipients of the Alumni Crowning Achievement Awards.

### **4.3 Role of the Alumni Designate**

The Alumni Relations designate will fulfill the administrative duties of this panel, but will not have a vote in the selection process. They will confirm the recipient list with the University of Regina President's office and Vice-President (Advancement & Communications)'s office before the decision is finalized.

### **4.4 Selection Process**

The Alumni Crowning Achievement Awards Selection Panel will invite and select nominations. Nominations will be closed on a date determined by the Alumni Relations staff and agreed upon by the Alumni Association in accordance with the date determined for the awards gala event or other publicity and recognition opportunities.

After the nominations have closed, and the Alumni Crowning Achievement Awards Selection Panel has been determined, the coordinator responsible for the program will create nomination packages to be sent to panel members. The nomination package will include the following:

- A complete list of the Alumni Crowning Achievement Awards Selection Panel members for that year.
- A chart summarizing the nominations that were received, sorted by award category.
- A copy of this document, "Alumni Crowning Achievement Awards Terms of Reference".
- Each individual candidate's nomination submission.

### **4.5 Conflict of Interest**

Members should declare a conflict of interest if they have a familial, social, professional, or financial relationship with a nominee. If a conflict of interest is found, the selection panel member will be asked to abstain from evaluating all nominees for that identified award category.

## 4.6 Scoring Process

Each member of the Alumni Crowning Achievement Awards Selection Panel will rank their top three to five choices per category. A meeting will be held where the rankings will be presented to the panel. The panel will be allowed discussion and will be asked to finalize the list of award recipients for that particular year.

The Selection Panel reserves the right to reassign a nominee to another award category if the panel feels the nominee is better suited for another category based on the information in the award submission. Any reassignment of award categories will be confirmed with the nominator.

The discussion surrounding the selection of recipients will remain confidential. Following the selection process, all materials related to this process will be returned to the Alumni Relations office.

## 4.7 Notification

The President (or designate) of the University of Regina will be responsible for contacting the recipients and inviting them to accept their award. It is essential that selected nominees attend the Awards Dinner and participate in recognition opportunities as determined by the Alumni Relations office and Alumni Association. The notification process will include the following:

- Informing the recipient of their award.
- Advising the recipient of the Alumni Crowning Achievement Awards Selection Panel membership.
- The specifics of publicity and recognition opportunities, and the date, time and requirement to attend the Alumni Crowning Achievement Awards event (virtual or in-person) to receive their award.