



ALUMNI CROWNING ACHIEVEMENT AWARDS

2022 Terms of Reference



University
of Regina



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1. 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. In doing so they also 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 the social, cultural, and economic well-being of society.

2. Award Categories

The University of Regina invites nominations for alumni who have made significant contributions in their personal and/or professional lives in the following categories:

- Lifetime Achievement Award
- Distinguished Professional Achievement
- Humanitarian and Community Service
- Dr. Robert and Norma Ferguson Award Outstanding Volunteer Service
- Outstanding Young Alumni

3. Award Criteria

To be considered for one of these prestigious awards, the individual must be a graduate of the University of Regina who has inspired fellow alumni, current students and the broader community through outstanding personal or professional achievements and significant contributions to society. Recipients will be selected in the following areas:

3.1 Lifetime Achievement

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

Nominees must demonstrate a lifetime of:

- A lifetime of contribution and achievement in one or more fields of endeavour.
- Giving back to society on a regional, national or international level.
- Strengthening alumni pride and affinity to University of Regina.
- Recognition within their community or field as a leader.
- Inspiring alumni, faculty, staff and students.

3.2 Distinguished Professional Achievement

This award recognizes an alumni with exceptional professional achievement.

Nominees must demonstrate:

- Professional excellence and distinction within their career.
- Innovative contributions to their profession.
- A positive impact on individuals or the community.
- Strengthening alumni pride and affinity to University of Regina.
- Demonstrating leadership in their pursuit of success.

3.3 Distinguished Alumni Award for Humanitarian & Community Service

This award recognizes distinguished community or voluntary service which has made a difference to the well-being of others.

Nominees must demonstrate:

- Remarkable community or humanitarian service that has made a difference to the well-being of others.
- Going above and beyond the call of duty.
- Strengthening alumni pride and affinity to University of Regina.
- Having a positive impact on the community
- Performing this service as a professional and/or volunteer.

3.4 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 must demonstrate:

- Exceptional volunteer leadership and service to the University of Regina and/or the University of Regina Alumni Association.
- Participation in activities that have enhanced the reputation and overall strength of the University of Regina and/or the University of Regina Alumni Association
- Demonstrate long-term loyalty and dedication to the University of Regina and/or the University of Regina Alumni Association.
- Clearly represent the University's motto, "As one who serves".

3.5 Outstanding Young Alumni

The Outstanding Young Alumni Award recognizes graduates of the University of Regina under 35 years of age who are making significant contributions in their field of endeavour.

Nominees must demonstrate:

- As of December 31, 2022, be age 35 or under.
- Significant achievements in their field of endeavour.
- Be identifiable as an emerging leader through professional and/or voluntary accomplishments.
- Strengthen alumni pride and affinity to University of Regina.
- Set an example for future young alumni to follow.

4. Nomination Guidelines

4.1 Eligibility

Alumni who have received an honorary degree from the University of Regina, the institution's highest honour, are not eligible for ACAA nomination. In addition, the following alumni cannot be nominated:

- Elected federal, provincial and municipal officials during the time they hold office.
- Members of the Alumni Crowning Achievement Awards Selection panel.
- Members of the University of Regina Alumni Association Board of Directors.
- Members of the University of Regina Board of Governors.

4.2 Conditions of Nomination

1. Nominees must be graduates of the University of Regina in a recognized degree, diploma or certificate program.
2. 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.
3. Nominations must be submitted in accordance with the guidelines presented that year.

4. An individual may receive an award in more than one category during their lifetime, but may be honoured in only one category per year.
5. 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.
6. Nominations can be made by University of Regina alumni, staff, faculty, students, or a member of the public.
7. 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.
8. All nominations will be treated as confidential.
9. Nominations received after the closing date will not be accepted.
10. Alumni may not nominate themselves.
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.
14. Posthumous nominations will not be considered.

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.

4.3 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 be typed on the reference's personal or organizational letterhead if available

- 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 must 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

4.5 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.

4.6 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.

5. Awards Selection

5.1 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

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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.