

DISTINGUISHED
ALUMNI
— AWARDS —

2020 TERMS OF REFERENCE



University
of Manitoba

TABLE OF CONTENTS



1. OVERVIEW	3
2. AWARD CATEGORIES	3
3. AWARD CRITERIA	3
3.1. Lifetime Achievement	3
3.2. Professional Achievement	4
3.3. Community Service	4
3.4. Outstanding Young Alumni	4
4. NOMINATION GUIDELINES	5
4.1. Eligibility requirements	5
4.2. Conditions of nomination	5
4.3. The nomination process	6
4.4. Nominations from previous years	6
5. THE DISTINGUISHED ALUMNI AWARDS SELECTION PANEL	6
5.1. Distinguished Alumni Awards Selection Panel membership	6
5.2. The role of the Distinguished Alumni Awards Selection Panel	6
5.3. The role of the Alumni Relations designate	6
6. THE SELECTION PROCESS	7
7. THE SCORING PROCESS	7
8. NOTIFICATION	7

1. OVERVIEW

The University of Manitoba is proud of the significant, profound and extraordinary personal and professional accomplishments of its alumni. The University, in collaboration with the Alumni Association, recognizes and celebrates these accomplishments through its alumni achievement program.

For close to 80 years, the Alumni Association and University have been celebrating the impactful accomplishments of its graduates. In 1937, the Alumni Association established the Alumni Jubilee Award to commemorate the 60th anniversary of the University of Manitoba. The Jubilee Award was reintroduced in 1959 to honour a graduate who made an outstanding contribution to society. The award was formally renamed the Distinguished Alumni Award (DAA) in 1996.

In 2012, the Alumni Association and the University of Manitoba collaborated to amplify the program and acknowledge more than one graduate per year in a variety of categories. As a result, in 2014, the Alumni Association presented five distinct awards. In 2020, the Alumni Association Board of Directors adopted to remove the Service to the University award as it was seen to duplicate other university awards that honour alumni who make outstanding contributions to the institution.

The goal of the Distinguished Alumni Awards is to celebrate the University of Manitoba's exceptional graduates. Recipients of these awards will have demonstrated outstanding achievements in their professional and personal lives and will serve as an inspiration to fellow alumni, current students and the broader community.

2. AWARD CATEGORIES

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

- Distinguished Alumni Award for Lifetime Achievement
- Distinguished Alumni Award for Professional Achievement
- Distinguished Alumni Award for Community Service
- Distinguished Alumni Award for Outstanding Young Alumni

3. AWARD CRITERIA

To be considered for one of these prestigious awards, the individual must be a University of Manitoba graduate who has inspired fellow alumni, current students and the broader community through their lifetime of 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 graduates who have shown personal and professional achievements throughout their lifetime and continue to make significant contributions to their profession, their community and the University of Manitoba.

Nominees must demonstrate a lifetime of:

- outstanding contributions that made a transformative impact within their community
- exemplary achievement throughout their lifetime
- service to the University of Manitoba

3.2 Professional Achievement

This award recognizes graduates who have reached the pinnacle of and are at the top of their professional career, and have previously received recognition from within their discipline.

Nominees must demonstrate:

- a standard of professional excellence that inspires their colleagues and peers
- exceptional leadership in his/her profession
- outstanding achievements recognized by the nominee's professional community

3.3 Community Service

This award recognizes graduates who have had a transformative impact on those in their community, either on the local, national or international stage

Nominees must demonstrate:

- extraordinary efforts that have made a positive impact on their community
- community service or volunteer work that has engaged and inspired others
- community service outside of their professional discipline in a voluntary or charitable capacity

3.4 Outstanding Young Alumni

This award recognizes graduates who are under the age of 35 before the close nominations who have demonstrated significant contributions to their field of endeavour, their community and the University of Manitoba.

Nominees must demonstrate:

- inspiring achievements in their field
- contributions that have had a transformative impact in their community
- service to the University of Manitoba

4. NOMINATION GUIDELINES

4.1 Eligibility requirements

Alumni who have received an honorary degree bestowed by the University of Manitoba have received the institutions highest honour and therefore are not eligible for nomination. In addition the following cannot be nominated:

1. Alumni who currently hold political office at a local, provincial/state, or national level.
2. Members of the Distinguished Alumni Awards Selection Panel.
3. Members of the Alumni Association Board of Directors.
4. Members of the University of Manitoba Board of Governors.

4.2 Conditions of nomination

1. Nominees must be graduates of the University of Manitoba 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 Manitoba.
3. Nominations must be submitted according to the guidelines presented in 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 each year.
5. The intention of this program is to present one award per category per year. However, an exception can be made in the event there is a group of individuals working together towards the same initiative.
6. Nominations can be made by University of Manitoba alumni, staff, faculty, students or a member of the public.
7. Nominations cannot be put forward by immediate family members of the nominee.
8. Nominators must contact the individual prior to submitting their nomination package to confirm the following:
 - a. The individual agrees to be nominated.
 - b. The nominee understands their potential selection is contingent on being available to attend the Celebration of Excellence awards gala to accept the award in person.
9. All nominations will be treated as confidential.
10. Nominations received after the closing date will not be accepted.
11. Alumni may not nominate themselves.
12. Nominations can include current or past University of Manitoba staff members, but they must be recognized for work outside of their job description.

4.3 The nomination process

1. All nominations and supporting documents are considered confidential
2. A nomination form must be completed in full or the nomination will not be considered
3. A one page biographical summary of the nominee must be provided
4. Two letters of reference must be provided addressing each selection criteria (no more than 280 words each). Reference letters must not be written by the nominee or their immediate family.
5. Nominee's current Curriculum Vitae (CV) must be provided.
6. Additional supporting material can be provided. Supporting material, no more than eight pages, can include listing of other awards received, media clippings, etc.
7. Nominations must be reviewed by Alumni Relations prior to being submitted to the Distinguished Alumni Awards Selection Panel to ensure all nominees meet the conditions of nomination, including degree(s), and completeness of application

4.4 Nominations from previous years

Unsuccessful nominations will automatically be moved forward for consideration for two years. Nominators have the option to add or change the information in the nomination package based on the nominee's experience and qualifications.

5. THE DISTINGUISHED ALUMNI AWARDS SELECTION PANEL

5.1 Distinguished Alumni Awards Selection Panel membership

1. Alumni Relations will recommend a slate of Distinguished Alumni Awards Selection Panel members each year to the Vice-President (External) and the Chair of the Alumni Association Board of Directors for approval.
2. The Distinguished Alumni Awards Selection Panel will include:

Voting Members

- The Chair
- Minimum of five previously selected Distinguished Alumni Award or Honorary Degree recipients
- Chair of the Alumni Association Board of Directors, or his/her designate from the Alumni Association Board of Directors
- A member of the Alumni Council appointed by the Chair of the Alumni Association Board of Directors with particular consideration to represent diverse alumni points of view

Non-Voting Members

- The Vice-President, External or designate
- Alumni Relations designate

5.2 The role of the Distinguished Alumni Awards Selection Panel

The Distinguished Alumni Awards Selection Panel will review nominations against the established criteria. The panel will recommend to the President of the University of Manitoba the proposed recipients of the Distinguished Alumni Awards. One recipient will be named per category.

5.3 The role of the Alumni Relations designate

The Alumni Relations designate will fulfill the administrative duties of this committee but will not have a vote in the selection process. They will confirm recipients list with the University of Manitoba President's Office before the decision is finalized.

6. THE SELECTION PROCESS

The Distinguished Alumni 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.

After the nominations have closed, and the Distinguished Alumni 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:

1. A complete list of the Distinguished Alumni Awards Selection Panel members for that year
2. A chart summarizing the nominations that were received, sorted by award category
3. A copy of this document, "Distinguished Alumni Awards Terms of Reference"
4. A section for each individual candidate's nominee information

7. THE SCORING PROCESS

Each member of the Distinguished Alumni Awards Selection Panel will rank their top three 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. In the event of a tie, the recipient may be determined by the Chair. If required, input from the Distinguished Alumni Awards Selection Panel may be sought.

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.

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

8. NOTIFICATION

The Chancellor or President of the University of Manitoba will be responsible for contacting the recipients and inviting them to accept their award on behalf of the Alumni Association. It is essential that selected nominees attend the Celebration of Excellence. The notification process will include the following:

1. Informing the recipient of their award
2. Advising the recipient of the Distinguished Alumni Awards Selection Panel membership
3. The date and time of the Distinguished Alumni Awards Celebration of Excellence gala event
4. The requirement to attend the Celebration of Excellence gala event to receive their award
5. Communication of the parameters of their acceptance speech