

DISTINGUISHED  
**ALUMNI**  
AWARDS

2021 TERMS OF REFERENCE



University  
of Manitoba

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## **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 removed the Service to the University award as it was considered a duplication of other university awards that honour alumni who make outstanding contributions to the institution, and granted the Selection Panel the ability to select between one and three recipients in the Professional Achievement, Community Service and Outstanding Young Alumni categories. Only one recipient is selected in the Lifetime Achievement category.

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, charitable and non-paid capacity

### **3.4 Outstanding Young Alumni**

This award recognizes graduates who are under the age of 35 before the close of 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 institution's highest honour and therefore are not eligible for nomination. In addition, the following alumni cannot be nominated:

- Those who currently hold political office at a local, provincial/state, or national level
- Members of the Distinguished Alumni Awards Selection Panel
- Members of the Alumni Association Board of Directors
- 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 up to three awards in the Professional Achievement, Community Service and Outstanding Young Alumni categories and one award in the Lifetime Achievement category.
6. While only individuals can be nominated, groups of individuals will be considered in any of the four categories as determined by the Selection Panel.
7. Nominations can be made by University of Manitoba alumni, staff, faculty, students or a member of the public.
8. Nominations cannot be put forward by immediate family members of the nominee.
9. Nominators must contact the individual prior to submitting their nomination package to confirm the following:
  - Individual agrees to be nominated.
  - The nominee understands their potential selection is contingent upon them participating in publicity efforts surrounding the awards, which may include attending a Celebration of Excellence event (in person or virtual), a videotaped interview, a photo shoot and interviews for alumni publications and news media.
10. All nominations will be treated as confidential.

11. Nominations received after the closing date will not be accepted.
12. Alumni may not nominate themselves.
13. Submissions in any of the four categories for nominees who are current or past UM faculty and staff should highlight their contributions beyond their normal work duties. UM faculty nominations should highlight community outreach and/or leadership in their research areas that are exceptional or surpass what is expected of them.
14. Nominations in the Community Service category should highlight a nominee's volunteer, charitable and non-paid community services and experiences.
15. Posthumous nominations will not be considered.

#### **4.3 The nomination process**

1. All nominations must be submitted using the online web form on the UM 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:
  - the completed nomination form (600 word count)
  - biographical summary (200 word count)
  - two, one-page letters of reference (not written by the nominee or immediate family). Each letter should have 1-inch margins, font size no smaller than 10 pt, and be typed on the reference's personal or organizational letterhead
  - supporting materials (i.e. CV, news articles, etc.) that meet the submission guidelines of the online nomination form
5. 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 Nomination from previous years**

Unsuccessful nominations will automatically be moved forward for consideration for 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.

## **5. THE DISTINGUISHED ALUMNI AWARDS SELECTION PANEL**

### **5.1 Distinguished Alumni Awards Selection Panel membership**

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. 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**

- 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.

### **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 and Vice-President's (External) 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 or other publicity and recognition opportunities.

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:

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

## **7. THE SCORING PROCESS**

Each member of the Distinguished Alumni 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. 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 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 Distinguished Alumni Awards Selection Panel membership
- The specifics of the publicity and recognition opportunities, and the date, time and requirement to attend the Distinguished Alumni Awards Celebration of Excellence gala event (virtual or in-person) to receive their award