

# Alumni Achievement Awards Terms of Reference

For more than 100 years, University of Saskatchewan alumni have proven they are capable of extraordinary achievements. The Alumni Achievement Awards recognize and celebrate the remarkable contributions our alumni have made in their fields, their communities, and to the university. The awards affirm the mission, vision, and values of the university, as they are lived by our distinguished recipients. Annual award recipients join an esteemed group of past recipients that are unified in their support of the University of Saskatchewan.

## 1. Award Categories

### a. Alumni Lifetime Achievement Award

As the highest honour presented by the University of Saskatchewan Alumni Association (USAA), this award recognizes an alumnus/alumna for an outstanding lifetime of personal and professional accomplishments and contributions to the social, cultural, and economic well-being of society in their field(s) of endeavor.

### b. Outstanding Impact Award

This award recognizes an extraordinary alumnus/alumna who is currently making significant personal and professional contributions in society, demonstrating exceptional leadership in their field(s) of endeavour, maintaining a standard of excellence that inspires their colleagues and peers, with promise of future achievement and resulting in a demonstrable betterment of their community.

### c. One to Watch Award

This award recognizes a young alumnus/alumna who is making significant personal and professional contributions in society, resulting in a demonstrable betterment of their community, and setting an example for fellow and future alumni to follow. Nominees and recipients must be 35 years of age or younger and must have graduated within 10 years or less as of the nomination deadline.

## 2. Nominees and Award Recipients

- a. Must be a member of the USAA and in good standing with the university and the association.
- b. May only receive an award from each category once.

### 3. Call for Nominations

- a. The Advancement office will make an open call for nominations each year.
- b. The Advancement office will actively seek nominations on an ongoing basis, with nominations remaining open throughout the year.
- c. A cut-off deadline for nominations will be established and posted annually on the alumni website: [alumni.usask.ca](http://alumni.usask.ca). Any nomination that is received after the posted deadline will be considered for the following year.

### 4. Nominations

- a. Nominations made by a member of the USAA must include a completed nomination form and be accompanied by two (2) signed letters of support.
- b. Nominations made by an individual who is not a member of the USAA must include a completed nomination form and be accompanied by two (2) signed letters of support with at least one (1) of the two (2) signed letters of support submitted by a member of the USAA.
- c. Individuals may nominate more than one nominee in a particular year.
- d. Posthumous nominations will not be considered.
- e. Nominations may not be made for oneself or for one's immediate family member as follows:
  - the nominee's spouse or common-law partner
  - the nominee's parent/guardian and the spouse or common-law partner of the parent/guardian
  - the nominee's children and the children of the nominee's spouse or common-law partner
  - the nominee's grandchildren
  - the nominee's brothers and sisters
  - the nominee's grandfather and grandmother
  - the parent/guardian of the spouse or common-law partner of the nominee and the spouse or common-law partner of the parent/guardian
  - any relative of the nominee who resides permanently with the nominee or with whom the nominee permanently resides
- f. Nominations should not be made known to the nominee.
- g. Nominations will stand for consideration in the year in which they are submitted, and, if a nominee is not selected, the nomination will stand for the following year.
- h. Nominations that are unsuccessful will be made known to the nominators by email or letter, notifying them if the nomination will stand for the following year or if the nomination has expired.
  - Standing nominations may be amended for consideration on an annual basis.
  - A nomination that has expired may be submitted again through the regular nominations process.

## 5. Awards Committee

- a. The awards committee is a standing committee of the University of Saskatchewan Alumni Advisory Board (USAAB).
- b. The awards committee is chaired by a member of the USAAB and will be comprised of a maximum of four (4) additional members who are also members of the USAAB.
- c. The chair of the USAAB is an ex officio member of this committee.
- d. On occasion, the awards committee may call on other non-USAAB members of the University of Saskatchewan Alumni Association to sit on the awards committee.
- e. Members of the awards committee and the USAAB will be excluded from consideration of an award during the years of their service on the committee.

## 6. Adjudication

- a. The Advancement office will receive and compile all qualified nominations for adjudication by the awards committee.
- b. The awards committee will be responsible for reviewing all qualified nominations and selecting recipients through a criteria-based adjudication process.
- c. Upon review of the criteria-based ranking results, the awards committee will vote and recommend award recipients to the USAAB.
- d. The USAAB will ratify the results of the adjudication process upon the recommendation of the awards committee.
- e. The selection process may result in no award(s) being bestowed with the maximum number of awards to be presented annually not exceeding six (6), except for special circumstances that warrant additional considerations.

## 7. Recognition of the Recipient(s)

- a. Recipient(s) will be presented with an award at a recognition ceremony and/or event hosted by the University of Saskatchewan Alumni Association.
- b. To receive an Alumni Achievement Award the recipient must attend in person the recognition ceremony.

## 8. The Alumni Association Advisory Board reserves the right to:

- a. Revoke an award granted to a recipient should circumstances arise that, in its opinion, could unfavorably impact the reputation and/or image of the university and/or the alumni association.
- b. Make changes to these terms of reference on the recommendation of the awards committee.
- c. On occasion, consider nominations for couples where appropriate.
- d. Authorize the deviation from these terms of reference, from time to time, on the recommendation of the awards committee.