



## College of Arts and Science – Alumni of Influence Awards Terms of Reference

The College of Arts and Science established the Alumni of Influence Awards in 2009, recognizing and celebrating outstanding alumni whose remarkable achievements and contributions are having an impact on their fields, their communities and the university.

### 1. Award Categories

#### a. Alumni of Influence Award

*As the highest honour presented by the College of Arts and Science, this award recognizes an alumnus/alumna whose remarkable achievements and contributions are having an impact on their fields, their communities and the university.*

#### b. Young Alumni of Influence Award

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

### 2. Nominees and Award Recipients

- a. Must be a graduate of the College of Arts and Science and in good standing with the university and the college.
- b. May only receive an award from each category once.

### 3. Call for Nominations

- a. The College of Arts and Science will make an open call for nominations every two years.
- b. The College of Arts and Science Alumni Engagement Office will actively seek nominations on an ongoing basis, with nominations remaining open throughout the two-year period up to the nomination deadline.
- c. Nominations will be accepted on a rolling basis throughout the two-year period up to the nomination deadline biennially.

### 4. Nominations

- a. Nominations 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 an alumnus/na from the University of Saskatchewan 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 an alumnus/na.



- c. Individuals may nominate more than one nominee in a particular year.
- d. 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; and
  - any relative of the nominee who resides permanently with the nominee or with whom the nominee permanently resides.
- e. Nominations should not be made known to the nominee.
- f. Nominations will stand for consideration in the period in which it is submitted, and, if a nominee is not selected, the nomination will stand for the following two years.
- g. 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 two years, or, if the nomination has expired.
  - a. Standing nominations may be amended for consideration on a biennial basis.
  - b. A nomination that has expired may be submitted again through the regular nomination process.

## 5. Selection Panel

- a. Award selections are made by members of the Alumni of Influence Selection Panel:
  - Chair – College of Arts and Science Alumnus/Alumna
  - College of Arts and Science Alumni (2)
  - Current Faculty Members (2)
  - Director of Development (non-voting)
  - Alumni Engagement Officer (non-voting)
- b. Members of the Selection Committee will be excluded from consideration of an award during any and all years of their service on the committee.



## **6. Adjudication**

- a. The College of Arts and Science will receive and compile all qualified nominations for adjudication by the Selection Panel.
- b. The Selection Panel 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 Selection Panel will vote and recommend award recipients to the Dean of the College of Arts and Science.
- d. The Dean will ratify the results of the adjudication process upon the recommendation of the Selection Panel.
- e. The selection process may result in no award(s) being bestowed with the maximum number of awards to be presented annually not exceeding eight (8), 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 College of Arts and Science.
- b. To receive an Alumni of Influence Award the recipient must attend in person the recognition ceremony.

## **8. The College of Arts and Science 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 college and/or the university.
- b. Make changes to these Terms of Reference on the recommendation of the Selection Panel.
- c. Authorize the deviation from these Terms of Reference, from time to time, on the recommendation of the Selection Panel.