



Submitting an Honorary Award Nomination

Submissions deadline is September 30th for awards to be granted during the following year.

The Awards and Honours Committee reviews all nominations, submitting recommended candidates to Senate for review. Senate then recommends selected candidates to the Board for approval, prior to the end of the year. Awards are presented at a Convocation ceremony in January or June of the following year.

Please complete as many sections of the Nomination Form as you can, but note that not all categories may apply to every nominee. Supporting documentation of no more than five pages may be attached.

For further information, please contact:

Office of the University Secretariat
Vancouver Island University
900 Fifth Street
Nanaimo, BC V9R 5S5

Tel: (250) 740-6198
Tel:(250) 740-6107

Submit completed nominations to:

The Office of the President
Vancouver Island University
900 Fifth Street
Nanaimo, BC V9R 5S5

**Criteria and Procedures for the Awarding of Honorary Credentials
as approved by Senate – October 3, 2013**

1. Awards

1.1 Distinguished Alumni Award

Recognizes the outstanding accomplishments of living Vancouver Island University alumni who have demonstrated significant achievement(s) in one or more of the following areas:

A. Early Achievement

The recipient will have demonstrated outstanding achievement within 10 years of receiving a credential from Vancouver Island University. Areas of achievement could include endeavours in their profession, research, community service, business, athletics or the arts.

B. Professional Achievement

The recipient will have earned provincial, national or international prominence as a result of their exceptional professional achievements.

C. Service to Society

The recipient exhibits integrity and a demonstrated commitment to service to society through an interest in bettering the lives of others through volunteer leadership, humanitarian endeavours and community and public service.

Up to three Distinguished Alumni Awards may be granted per year (one maximum in each category).

Nominees may only be nominated for one of the Alumni Award categories per year.

Recipients of Alumni Awards are only eligible to receive one award in each category in their lifetime.

1.2 Outstanding Service Award

Recognizes outstanding service to Vancouver Island University made over a number of years. Past and current employees of Vancouver Island University and alumni are eligible to be nominated for this award.

A maximum of one Outstanding Service Award will be granted per year.

2. PROCEDURES

- 2.1 A call will be issued by September 1 each year, with nominations to be received by September 30, for awards to be granted during the following year.
- 2.2 Vancouver Island University will grant such honorary awards at the appropriate program graduation ceremony, convocation or during a special ceremony or event.
- 2.3 All nominations must be made in writing, signed by a nominator from the Vancouver Island University community and two additional individuals supporting the nomination, and be submitted to the President's Office.
- 2.4 Nomination packages may be requested from the President's Office or downloaded from the Honorary Credentials Website and will include the procedures for the granting of the honorary awards and a cover form to be filled in by the nominator. Note that this nomination is in confidence and the nominee should not be informed of his/her nomination. This cover form will ask for the following information:
 - a. The full name of the nominee.
 - b. The current address and telephone number of the nominee.
 - c. An identification of the award being proposed.
 - d. A statement of the reasons why the candidate should be awarded an honorary credential. This should not exceed three pages.
 - e. The signatures, addresses and telephone numbers of the nominator and two additional individuals supporting the nomination.
- 2.5 Persons who are or who have been Vancouver Island University employees will be eligible to be nominated for these awards.
- 2.6 The President will acknowledge the receipt of all nominations, and pass the nominations on to the Awards and Honours Committee. In the letter of acknowledgement, the President will indicate that a decision will be made by December, and that only candidates accepted for recognition will be contacted. Any additional information required on a candidate may be requested of the nominator by the Awards and Honours Committee or President.
- 2.7 The adjudication of candidates shall take place in such a way as to minimize perceived conflict of interest and prevent real conflict of interest.
 - 2.7.1 A person is in conflict of interest in connection with a nomination if s/he is either the nominator or an endorser of the nomination, or is a friend, close colleague or family member of the nominee, or has any other close relationship to the nominee, or stands to gain in any way from any decision on the nomination.
 - 2.7.2 Any member of the Awards and Honours Committee or of Senate or of the Board who has an interest (real or perceived) in a particular nomination must declare that interest to the Committee or Senate or Board before deliberations commence.
 - 2.7.3 The Chair of the Awards and Honours Committee or Senate or Board (as appropriate) shall rule on whether a member with a perceived interest is in real conflict of interest; if so, the member shall be absent from all deliberations concerning the nomination, and shall not vote on any recommendation bearing on it.

- 2.8 Before forwarding its recommendations, the Awards and Honours Committee shall consult the Office of Advancement and Alumni Relations.
- 2.9 Together with its recommendations, the Awards and Honours Committee will report to Senate on the numbers of nominations received.
- 2.10 All recommendations of the Awards and Honours Committee will include:
- a. the current name and address of each candidate;
 - b. complete biographical information for each candidate;
 - c. the name of the specific honorary award for which the candidate is recommended;
 - d. the reasons for granting of the honorary award and a summary description of the supporting evidence for each candidate;
 - e. at Senate's request, supplementary materials in support of a candidate's nomination.
- 2.11 Senate will forward its recommendation to the President and the Board for approval by December 15 with supporting materials as per 2.10.
- 2.12 All meetings of the Awards and Honours Committee, and Senate, and the Board that deal with nominations for Honorary Awards will be held in camera, and all personal information will remain confidential. According to the Freedom of Information/Protection of Privacy Act, nominees who are rejected are entitled access to portions of the minutes of such in-camera meetings relevant to their case.
- 2.13. The President's Office shall liaise with the Office of the Registrar to determine the best available ceremony at which to present the award.
- 2.14 Successful candidates will be informed in writing by the President. All subsequent communication with nominators, successful and unsuccessful, will be undertaken by the Office of the Secretariat.
- 2.15 Once the successful candidate(s) have accepted the invitation, the President will make a formal announcement confirming the candidate(s) and the ceremony at which the honorary award(s) is (are) to be awarded.
- 2.16 Where possible, a successful candidate for an honorary award should attend the ceremony at which the honorary award is to be given. If having accepted the invitation, the candidate becomes incapacitated or dies, the Board will decide whether to make the award in absentia or posthumously.