



Guidelines and Eligibility

Inspired by the difference our alumni make, the UCalgary Alumni Arch Awards began, in 1985, as a platform for the University of Calgary Alumni Association to honor and celebrate alumni who are making positive change in the world. Awards recognize alumni who have notably improved their profession and community through commitment, leadership and positive disruption.

Eligibility:

- Nominees must have earned a degree from the University of Calgary.
- Former Distinguished Alumni Award winners may not be nominated.
- Current Alumni Board members are not eligible.
- Current members of the UCalgary Alumni Recognition Committee and the UCalgary Alumni Arch Awards Sub-Committee are not eligible.
- Faculty and staff of the University are eligible; however, their contributions should be above and beyond those expected in their normal duties.
- Anonymous and self-nominations will not be accepted.
- Posthumous nominations will not be considered.

Nominations:

- Nominations and all supplemental information must be received by the posted deadline. Those received after the deadline will not be considered.
- All nominations that do not fulfill the selection guidelines will not be considered.
- Nominations will be accepted from alumni, faculty, staff and friends of the University of Calgary.
- Nominations are confidential and candidates are not notified by the University of their nomination unless they are selected as an award recipient.

Format:

- All nominations must be submitted electronically on the UCalgary Alumni website.
- Attachments must be in the format specified on the nomination form and may be attached during the online submission process.
- All nominations that do not fulfill the selection guidelines will not be considered.
- Alternate arrangements for submitting a nomination and/or supplemental materials may be made by contacting the Office of Alumni Engagement at alumni@ucalgary.ca or 403-220-8500

Review Process /Awards Committee:

- All submissions will be screened by the Office of Alumni Engagement. Complete submissions will be shared with the Arch Awards Sub-Committee.
- The Arch Awards Sub-Committee will oversee the selection process.
- The Arch Awards Committee shall consist of 3 members from the UCalgary's Recognition Committee, three former Arch Award honourees and the Associate Vice President for Alumni Engagement or designate.
 - Committee members must disclose any perceived conflicts of interest. The committee member may be excused from the selection process of one or more categories or the

process as a whole.

- Should a candidate be nominated in two or more categories, the Arch Awards Sub-Committee will determine the appropriate category and notify the nominator(s) as necessary.
- Nominees not selected will be held over for consideration for two additional years.
 - Nominators will be given an opportunity to update their submission.
- Results of the selection process will be compiled and confirmed by the staff liaison to the Recognition Committee. The Arch Awards Sub-Committee will present their top choice plus alternate in each category to the Board. If less than two qualified candidates are identified through the nominating process the committee reserves the right to put one or no candidates forward.
- The selection process is confidential and may result in:
 - the nominee being assigned to a different category than originally nominated to by the selection committee;
 - no award being bestowed in a category;
 - more than one award bestowed in a category;
- Chosen honourees and their nominators will be notified in writing by the Alumni Board President. The Office of Alumni Engagement will follow-up to confirm honouree intention.
- Awards will be presented at an event held during Alumni Weekend.
- Should the candidate not be available to receive the award or refuses the award, the Arch Awards Committee reserves the right to offer the award to another candidate or to not offer the award.
- Final slate of honourees will be made public after each recipient has been notified and accepted.

Need assistance? Contact us:

alumni@ucalgary.ca

403-220-8500