

## **UCalgary Alumni Arch Awards - 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 recipients may not be nominated.
- Current Alumni Association Board members are not eligible.
- Current members of the UCalgary Alumni Awards and Recognition Committee and the UCalgary Alumni Arch Awards Selection Committee are not eligible.
- Elected members of public office are not eligible to receive an Arch Award during their term. Once the individual no longer holds an elected or appointed position in political office they are 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.
- 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, but not from immediate family members (Such as: spouse, child, parent, sibling).
- 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 submission platform.
- Attachments must be in the format specified on the nomination form and may be attached during the online submission process (URL links to videos and audio files are also accepted). If you have a file format that is not offered but you feel is important to your nomination, please contact [alumni@ucalgary.ca](mailto:alumni@ucalgary.ca) with more details.
- 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](mailto:alumni@ucalgary.ca) or 403-220-8500.

### **Review Process:**

- All submissions will be screened by the Office of Alumni Engagement. Complete submissions will be shared with the Arch Awards Selection Committee.
- The Arch Awards Selection Committee will oversee the selection process.
- Should a reviewer personally know a candidate, they are required to self-identify and may be excluded from review of that candidate.

- Should a candidate be nominated in two or more categories, the Arch Awards Selection Committee may determine the appropriate category and notify the nominator(s) as necessary.
- Nominees not selected will be held over for consideration for two additional years for a total possible consideration of three selection cycles, provided that the nomination package is complete.
  - 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 Arch Awards Selection Committee. The 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 by the selection committee
  - no award being bestowed in a category (the Distinguished Alumni Award must be presented annually)
  - more than one award bestowed in a category
- Chosen honourees and their nominators will be notified in writing by the Alumni Association President and Chair. The Office of Alumni Engagement will follow-up to confirm honouree intention.
- Awards will be presented at an event to be determined in the autumn of each year.
- 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.

**Arch Awards Selection Committee:**

- The Arch Awards Sub-Committee shall consist of up to 15 selection members, including its' chair:
  - All current members of the Awards and Recognition Committee.
  - The UCAA President and Chair of the Board shall serve as an ex officio member of the Committee.
  - Past Arch Award recipients.
  - Other 'at large' members as required.
  - Office of Alumni Engagement or designate (non-voting).
  - Committee members should reflect the diversity of the alumni body.
  - 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 altogether.

**Need assistance? Contact us:**

[alumni@ucalgary.ca](mailto:alumni@ucalgary.ca)

403-220-8500