



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 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 submission platform, Submittable.
- 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 selected but you feel is important to your nomination, please contact alumni@ucalgary.ca with more details.
- 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 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
- Committee members should reflect the diversity of the alumni body.
- 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 for a total possible consideration of three selection cycles, provided that:
 - Nomination packages are complete
 - That in their first evaluation cycle they meet the minimum evaluation of 22/30 points as scored by the Arch Awards Sub-Committee
- Results of the selection process will be compiled and confirmed by the staff liaison to the Awards and 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.
- 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.

**The online system does not contact the Letter of Support writers until the nomination has been submitted. If you feel your letter writers will need time to compose their letter, you can submit an incomplete nomination to trigger the letter requests from the system and request that your nomination package be reopened for editing. To make this request, please email alumni@uclgary.ca .*

Need assistance? Contact us:

alumni@ucalgary.ca

403-220-8500