

1.0 ASSOCIATED POLICY

- Alumni Awards Policy

2.0 DEFINITIONS

Alumni

Alumni are defined as persons who have received:

- a ministry-approved credential;
- a continuing education certificate;
- a certificate of achievement with support from Inclusive Post-Secondary Education; OR
- have successfully completed 30 credits of a formal transfer program from the University.

Alumni Advisory Council

The Alumni Advisory Council (“AAC”) is the representative body of the Alumni Association.

Alumni Advisory Council Member

Alumni Advisory Council Member refers to the members of the Alumni Advisory Council appointed pursuant to the MacEwan University Alumni Association Charter.

Alumni Association

The MacEwan University Alumni Association in which all individuals who are Alumni according to the University Alumni Policy are members.

Alumni Awards

Honors bestowed annually on select members of the MacEwan University Alumni.

Alumni Awards Selection Committee

A committee convened by the Director, Alumni and Community Engagement, for the purpose of selecting the recipients of the MacEwan University Alumni Awards.

Alumni Office

The Alumni Office refers to the administrative group at the University responsible for Alumni relations.

3.0 PROCEDURE ELEMENTS

3.1 Awards

The Alumni Office is responsible for maintaining an ongoing process by which eligible Alumni who are representative of MacEwan University’s diverse Alumni body may be nominated for these Alumni Awards:

- 3.1.1 the Distinguished Alumni Award recognizes the exceptional achievements of established Alumni who have earned prominence within their profession or service to the community.
- 3.1.2 the Emerging Leader Award recognizes emerging MacEwan Alumni who have earned prominence within their profession or service to the community.
- 3.1.3 Additional Alumni Awards may be awarded as recommended by the Alumni Advisory Council.

3.2 Nomination Process

- 3.2.1 Once a year, the Alumni Office will invite, through various communication vehicles and with the assistance of other units on campus, nominations for the MacEwan University Alumni Awards to be conferred in that year (January 15 deadline).
- 3.2.2 The Alumni Association celebrates diversity and embraces equity and inclusion, and this is reflected in the Alumni Awards Call for Nominations which will be widely distributed on and off campus for maximum reach into many diverse communities representing Alumni.
- 3.2.3 The Alumni Office will receive and compile qualified nominations for presentation to the Alumni Awards Selection Committee members.

3.3 Selection Process

- 3.3.1 The Alumni Awards Selection Committee shall review the list of nominations provided by the Alumni Office and shall select nominees to put forward to the Alumni Advisory Council. The Alumni Advisory Council will consider the recommendations of the Alumni Awards Selection Committee and will, after Board approval, notify the recipients.
- 3.3.2 The Alumni Awards Selection Committee shall be assembled at least once a year, on a schedule that will allow it to make recommendations to the Alumni Advisory Council ahead of convocation ceremonies.
- 3.3.3 The Alumni Awards Selection Committee will be responsible for reviewing qualified nominations and selecting recipients through a criteria-based adjudication process.
- 3.3.4 The Alumni Awards Selection Committee's decisions will be confidential and final, pending confirmation of each selected candidate's willingness to accept an award.
- 3.3.5 The Alumni Awards Selection Committee is composed of the following members:
 - The Vice President University Relations (or delegate) – *ex officio*;
 - One Board of Governors Alumni Representative;
 - The Director, Alumni and Community Engagement (or delegate) who will chair the committee – *ex officio*;
 - Three Alumni Advisory Council Members;
 - SAMU President (or delegate);
 - At times, other members of the community who, in the judgement of the Director, Alumni and Community Engagement (or delegate), can contribute to the authenticity and credibility of the selection process.
- 3.3.6 Committee members must disclose any perceived conflict of interest.
- 3.3.7 The Vice President University Relations and the Director, Alumni and Community Engagement (or their delegates) are standing members of the Alumni Awards Selection Committee. All other appointments to the committee will be for one year.

3.4 Recognition

- 3.4.1 Once a selected candidate has expressed their willingness to accept an award, every reasonable effort will be made for the recipient to be present and actively participate in the recognition event.

3.5 Revoking or not presenting a MacEwan University Alumni Award

- 3.5.1 An Alumni Award may be subject to revocation under the terms of Section 5.4 of the Alumni Awards Policy.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Alumni Awards Policy
- Alumni Awards Nomination Form

5.0 ACCOUNTABILITY

Responsible Office

Alumni and Development

6.0 HISTORY

Relevant Dates

Approved: **21.04.27**
Effective: **21.06.03**
Next Review: **26.06**

Modification History

21.04.27: New Procedure. Approved by President's Policy Committee. Effective upon approval of the revised Alumni Awards Policy by the Board of Governors.