
Alumni Awards Procedure

Policy Sponsor:	Vice-President Advancement
Name of Parent Policy:	Alumni Awards Policy
Policy Contact:	Chief Development Officer
Procedure Contact:	Manager, Alumni Relations and Philanthropy
Effective Date of Procedures:	January 22, 2015
Review Date:	To be reviewed annually.

Purpose

These procedures govern how the Athabasca University Alumni Awards will be administered.

Definitions

AU Alumni Awards	Honours bestowed annually on select members of the Athabasca University alumni and AU students.
Alumni Awards Selection Committee	A committee convened by the Vice-President Advancement for the purpose of selecting the recipients of the annual AU Alumni Awards.
Alumnus	A person who is a graduate of Athabasca University.
Associate Alumnus	A person enrolled in an AU program who has completed a minimum of 15 course credits at AU and is in good standing.
Human Endeavour	Earnest and conscientious activity intended to accomplish something.



Procedures

1. Range of awards and eligibility

The Advancement Office may award

- 1.1 the Athabasca University Distinguished Alumni Award to recognize the accomplishments of an AU alumnus who has brought honour and prestige to AU
- 1.2 the Athabasca University Rising Star Award to an AU alumnus or associate alumnus who has demonstrated leadership attributes and made significant early career contributions in his or her area(s) of expertise or achieved significant early career advancement
- 1.3 the Athabasca University Future Alumni Award to an AU associate alumnus in recognition of his or her leadership, service and potential
- 1.4 the Athabasca University Volunteer Service Award to an AU alumnus in recognition of volunteer service which has made a difference to the well-being of others at home or abroad
- 1.5 additional AU Alumni Awards as deemed appropriate

2. Exclusions

- 2.1 Current AU faculty and staff members will not be considered for the AU Alumni Awards.
- 2.2 Serving members of the Governors of Athabasca University or serving politicians, at any level of government, will not be considered for the AU Alumni Awards.

3. Award events

- 3.1 AU Alumni Awards will normally be conferred at an alumni community event in or near each recipient's place of residence.

4. Nominations

- 4.1 Once a year, the Advancement Office will invite, through appropriate communication media, nominations for the AU Alumni Awards to be conferred in that year.
- 4.2 Anyone may submit nominations directly to the Advancement Office - Alumni Relations.
- 4.3 All nominations will be held in confidence.
- 4.4 Nominees for awards will be considered for up to two years, the year in which they are nominated and, if they are not selected in that year, again in the following year.

5. Selection criteria for AU Alumni Awards



- 5.1 A fully completed nomination form (<http://alumni.athabascau.ca/awards.php>) must be received by the published closing date for nominees.
- 5.2 A supporting statement about the nominee's accomplishments must be received by the published closing date for nominees, as follows:

For the Distinguished Alumni Award:

- outstanding contributions in any field of human endeavour
- extraordinary contributions to his or her community or to society
- exemplary personal service to AU

For the Rising Star Award:

- substantial career contributions and demonstrated leadership skills, either early in the nominee's career or immediately after a significant career change
- rapid career advancement
- quantified success at an early age or in a new industry
- exemplary personal service to AU

For the Future Alumni Award:

- demonstrated leadership in and substantial contributions to a career or community while balancing the demands of student life
- academic excellence and demonstrated potential for future personal and professional growth and achievement
- exemplary service to AU and fellow students
- a combination of achievements in the above areas

For the Volunteer Service Award:

- a spirit of volunteerism and community service demonstrated through active, unpaid involvement in and contributions to his or her community
- a record of exceptional commitment, service, creativity, co-operation or leadership
- a history of inspiring others to engage in volunteer service

6. Alumni Awards Selection Committee

6.1 The Alumni Awards Selection Committee will consist of

- the Vice-President Advancement (or his or her delegate)
- the Associate Vice-President, Student and Academic Services
- the Manager, Alumni Relations and Philanthropy, who will chair the committee
- one dean, nominated by the deans
- two full-time faculty members, appointed by the deans
- one alumni representative appointed by the Manager, Alumni Relations and Philanthropy



- 6.2 The Vice-President Advancement, the Associate Vice-President, Student and Academic Services, and the Manager, Alumni Relations and Philanthropy are permanent members of the Alumni Awards Selection Committee. All other appointments to the committee will be for a two-year term.
- 6.3 In the event that an Alumni Awards Selection Committee member is unavailable to serve, the Vice-President Advancement may appoint a temporary replacement.
- 6.4 Responsibilities of committee members include attending selection and review meeting(s), reviewing nomination packages prior to selection meetings, voting to select award recipients and, should the occasion arise, voting to revoke previously presented awards.

7. Award rules and regulations

- 7.1 Self-nominations will not be accepted.
- 7.2 Not more than one recipient per year will be selected for each Alumni Award.
- 7.3 The Alumni Awards Selection Committee may ask a nominator to provide additional information in support of a nomination.
- 7.4 The Alumni Awards Selection Committee's decisions will be confidential and provisional, pending confirmation of each selected candidate's willingness to accept an award.
- 7.5 The recording secretary will keep in-camera minutes of the Alumni Awards Selection Committee's decisions.
- 7.6 Once a selected candidate has expressed his or her willingness to accept an award, Alumni Relations personnel will make the necessary arrangements for the recipient to be presented with the award at an alumni community event or similar AU occasion.
- 7.7 Once all selected candidates have been notified and have agreed to accept their respective awards, Alumni Relations will announce the award recipients to the AU community via an all-staff email message. Award recipient's stories will also be profiled on AU's website, in *OPEN* magazine and in a other appropriate media, both to honour the recipients and to promote the university and its awards program.

8. Creation of new AU Alumni Awards

- 8.1 New AU Alumni Awards may be created from time to time as deemed appropriate by the Manager, Alumni Relations and Philanthropy, in consultation with the Vice-President Advancement.

9. Revoking an AU Alumni Award

- 9.1 If the Manager, Alumni Relations and Philanthropy, becomes aware that an AU Alumni Award may be subject to revocation under the terms of Section 3 of the [Alumni Awards](#)



[Policy](#), he or she will convene a special meeting of the Alumni Awards Selection Committee for the purpose of reviewing the status of the award in question.

- 9.2 The Manager, Alumni Awards and Philanthropy, will collect, assemble and distribute to the Alumni Awards Selection Committee members all available information pertinent to the case under review.
- 9.3 The recipient of the AU Alumni Award that is under review will be notified in writing that his or her award is subject to revocation, and he or she will be given 30 days to either voluntarily return the award or to submit written reasons as to why he or she should be permitted to retain it.
- 9.4 At the special meeting of the Alumni Awards Selection Committee, the recording secretary will keep in-camera minutes of the committee's recommendations and actions.
- 9.5 In the event that the Alumni Awards Selection Committee votes to revoke an AU Alumni Award, the recipient's name will be permanently struck from the roll of AU Alumni Award recipients, and the Vice-President Advancement will notify the former award holder in writing that his or her award has been revoked.
- 9.6 A decision by the Alumni Awards Selection Committee to revoke an AU Alumni Award is final.

Applicable Legislation and Regulations

[Freedom of Information and Protection of Privacy Act](#), RSA 2000, c. F-25, sections 33(c) and 34(1)(e)

Related References, Policies, Procedures and Forms

[Alumni Awards Policy](#)

History

The Governors of Athabasca University, January 22, 2015, Motion # 194-12 (associated policy revised)

Executive Group, December 11, 2006, (associated policy approved)