## **B1005 - OUTSTANDING ALUMNI AWARDS**

## **SELECTION PROCEDURES**

- 1. Outstanding Alumni Selection Procedures
- 1.1 Nominations:
  - a. Nominations for the Outstanding Alumni Awards will be reviewed by the Outstanding Alumni Awards Selection Committee with the following representative composition:
    - Faculty
    - Athletics
    - Student Services
    - Continuing Studies
    - International Education
    - College Advancement
  - b. Nominations for Outstanding Alumni Awards may be submitted by any member of the Langara College community and/or the general public
  - c. Nominations shall be submitted in writing or online and include the following:
    - 1. Name of the candidate
    - 2. Brief statement outlining why the nominee should be considered for the award
    - 3. Name and contact information of the nominator
  - d. Nominations will be accepted through the year
  - e. Nominations must be received no later than March 1<sup>st</sup> to be considered for that year's award
  - f. Nominations will be kept on file and brought forward for consideration for two years after the original submission date
  - g. Nominators will be responsible for updating any supporting information as appropriate
- 1.2 Selection:
  - a. Langara College will recognize a minimum of two Outstanding Alumni each year
  - b. Alumni Relations staff will be responsible for organizing all eligible nominations for that year; forwarding the nominations to the Selection Committee; and assisting in the execution of the Awards ceremony
  - c. The Selection Committee will call a meeting as soon as possible after April 1<sup>st</sup> to review eligible nominations
  - d. Deliberation of the Committee will take place in camera and Committee members will treat all discussions as confidential





THE COLLEGE OF HIGHER LEARNING.

- e. The Committee will consider the nominations in accordance with the policy criteria and forward their recommendations to the Senior Leadership Team
- f. Senior Leadership Team will review the recommendations of the Committee and inform the Selection Committee
- 1.3 Award Presentation and Notification Process
  - a. Selection Committee will confirm nominee's acceptance of the award
  - b. Type of award presentation and notification will be decided on by the Outstanding Alumni Award Selection Committee
  - c. Nominees will be required to sign a media release form accepting that their name, photo and credentials may be published in various media prior to and after the event
  - d. Candidate(s) selected will have their award formally conferred at the annual Langara Outstanding Alumni Awards event
  - e. Candidate(s) selected to receive the Outstanding Alumni Awards will attend the awards presentation to receive the award (except under extraordinary circumstances, such as unexpected emergencies or illness)
  - f. The College will not provide travel allowance/honorariums for award recipients to attend the ceremony (except under extraordinary circumstances)