

ORDER OF THE UNIVERSITY OF CALGARY INFORMATION SHEET

OVERVIEW

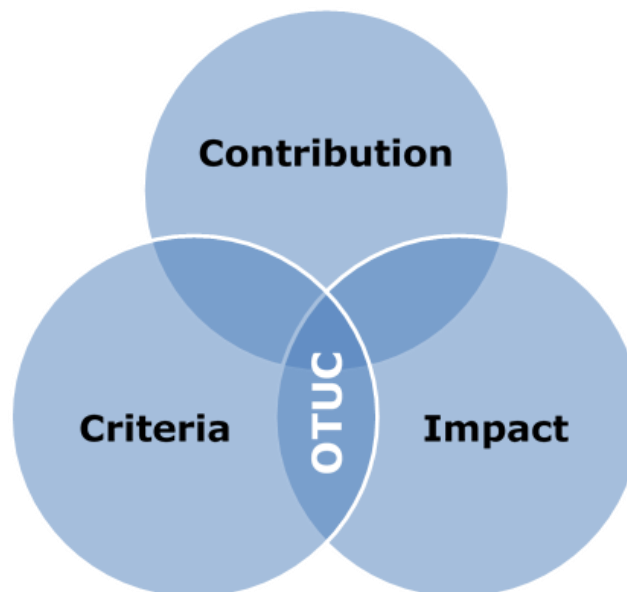
The Order of the University of Calgary (OTUC) honours recipients who have a longstanding record of exemplary and distinguished service to the university. It is available to any current or past member of the university community. The award was developed by the Senate in 1994 based on an idea brought forward by the Chancellor at the time, David Smith, and remains a significant part of the University recognition portfolio.

WHO CAN BE NOMINATED?

The Order of the University of Calgary is a highly prestigious award honouring University of Calgary community members who have contributed to the University and had impact beyond their role over a period. The award is open to anyone in the University community including faculty, staff, students, and volunteers. The committee is focused on ensuring the OTUC award reflects the organizational values and diverse make-up within the university community and is seen as a source of pride and inspiration to others.

HOW ARE NOMINATIONS EVALUATED?

All nominations will be evaluated on the contribution, impact and specific criteria as noted below.



Contribution

Has the individual made a positive contribution to the University that exceeds the expectations of their role?

Impact

How have the actions/contributions of the nominee impacted the University of Calgary? What change, innovation or improvement was brought about by this contribution? Who has the nominee impacted, influenced, or inspired?

Criteria

An OTUC awardee is an individual whose impactful contribution aligns with one or more of the following criteria:

1. Promoted the university in a positive manner.
2. Nurtured or built relationships between the University and the community.
3. Fostered collaboration and cooperation within the University.
4. Built excellence within the University.

Note

All nominations will be evaluated based on individual merit.

HOW DO I NOMINATE SOMEONE?

1. An OTUC nomination may be submitted at any time. The nomination and support letter forms can be submitted [here](#).
2. The nominator completes the nomination form and obtains an additional 2-4 support letters with signatures.
3. Please ensure your application form clearly describes the reasons for the nomination and the candidate's contributions, as per the criteria above. Do not assume that committee members have personal knowledge of the candidate or the nominators. A summary of other accomplishments is helpful, but a full bio or resume is only required if it is deemed of importance by the nominator. If the nominee is a University of Calgary faculty/staff, the application should clearly outline how the individual's contributions fall outside of the confines of their role or job position.
4. The nominator should submit the completed and signed nomination package (nomination form and 2-4 letters of support). **Only completed packages will be accepted.** Documents can be uploaded [here](#).

ONLY COMPLETE NOMINATIONS WILL BE ACCEPTED. CHECKLIST FOR A COMPLETE NOMINATION:

- NOMINATION FORM (Online)
 - 2-4 SUPPORTING STATEMENTS (Signed)
 - RESUME OR BIO (Optional)
 - LINK TO ARTICLE, PROFILE OR ONLINE SOURCE (Optional)
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WHAT HAPPENS TO THE NOMINATION AFTER IT IS SUBMITTED?

An acknowledgement of receipt of a completed nomination package will be sent by email to the nominator only. Outside of this acknowledgement of receipt, no further communication regarding the nomination status will occur, unless a nominee is selected and contacted directly.

The completed nomination will be brought forward to the Honors Committee for review and consideration. If approved by this committee, the nominee's name will be added to a list of approved candidates.

The list of approved candidates is then submitted to the University Chancellor who, along with the University President and Vice-Chancellor, will select an OTUC awardee. All proceedings regarding the selection of recipients are confidential.

An OTUC nomination approved by the committee will be kept on the list of approved candidates for 3 years.

Selected OTUC recipients are required to attend their designated convocation to receive their award. An exception to the attendance requirement may be requested and will be granted at the sole discretion of the Chancellor and President.

HOW ARE OTUCS ACKNOWLEDGED?

An OTUC is a prestigious award, and a recipient receives the following acknowledgments:

1. An OTUC recipient is formally recognized during a convocation ceremony.
2. During the ceremony they receive a citation read by the President and are presented with it in a folder as a keepsake. They also are pinned with a gold OTUC pin.
3. The OTUC awardee is invited to the convocation reception or dinner along with a guest and their nominator.
4. The OTUC awardee and their guests are invited to the convocation robing room for photos, including professional photos taken with the President and Chancellor. An album of photographs is presented to the OTUC recipient following convocation.
5. An announcement and highlight of achievements of the OTUC recipient is published in UToday.
6. An advertisement is placed in a newspaper after convocation announcing the OTUC recipient and directing readers back to the convocation video that shows their award presentation.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to determine the suitability of candidates for this award.

Please submit the completed and signed nomination package [here](#).

If you have any questions, please contact the Office of the Chancellor & Senate at senate@ucalgary.ca