

ORDER OF THE UNIVERSITY OF CALGARY INFORMATION SHEET

OVERVIEW

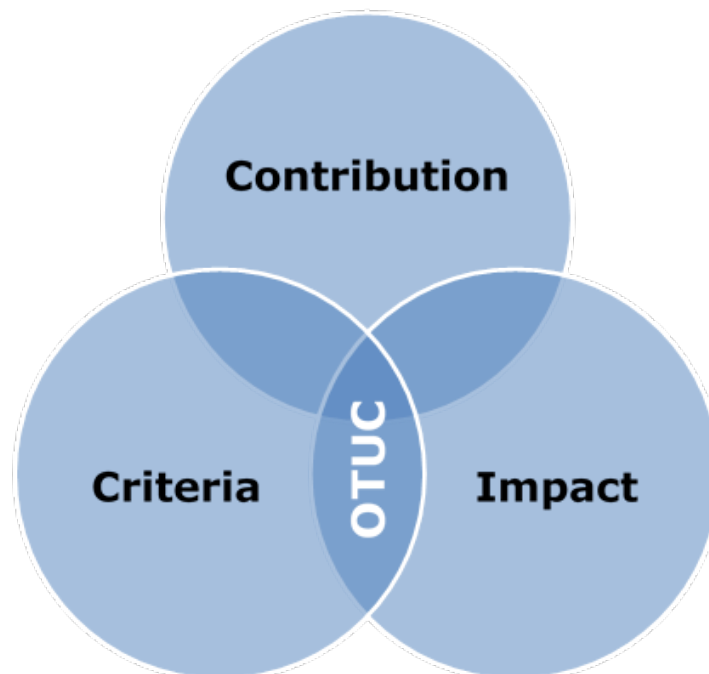
The Order of the University of Calgary (OTUC) honours recipients who have a longstanding record of exemplary and distinguished service to the university. It is available to any current or past member of the university community. The award was developed by the Senate in 1994 based on an idea brought forward 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 above and beyond their role over a period of time. The award is open to anyone who is part of the University community including but not limited to 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 evaluation 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 found on the Senate website: <http://www.ucalgary.ca/senate/senate/order-university>
2. The nominator completes the nomination form and obtains an additional 2-4 support letters with signatures.
3. Please ensure that your application form clearly describes the reasons for the nomination and the contributions of the candidate, as per the criteria above. Do not assume that members of the committee 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) to the Senate Office. Only completed packages will be accepted. Documents can be delivered, emailed to senate@ucalgary.ca (as a single pdf, if possible) or mailed to:

Order of the University of Calgary Committee
C/O Chancellor and Senate Office AD164
University of Calgary, 2500 University Drive NW Calgary, AB T2N 1N4

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

- NOMINATION FORM
 - 2-4 SUPPORTING STATEMENTS
 - RESUME OR BIO (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 status of the nomination will occur, unless a nominee is selected at which point they will be contacted directly.

The completed nomination will be brought forward to the Order of the University of Calgary 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. Typically one OTUC award is granted at each of the ten convocations held per year. All proceedings in relation to the selection of recipients are completely confidential.

An OTUC nomination approved by the committee will be kept on the list of approved candidates for 3-6 years. After the initial 3 years, the committee may extend the approved candidate(s) for one (1) additional term of three (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.

This award will generally not exceed one per Convocation Ceremony.

HOW MANY OTUCS ARE AWARDED?

In an academic year (September to June) a maximum of ten OTUCs can be awarded.

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 lunch 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



**UNIVERSITY OF
CALGARY**

ORDER OF THE UNIVERSITY OF CALGARY NOMINATION FORM

CONFIDENTIAL TO THE ORDER OF THE UNIVERSITY OF CALGARY COMMITTEE

NAME OF NOMINATOR: (include title: Dr., Prof., Mr., Mrs., Ms.)	
POSITION:	
FACULTY/DEPT/OFFICE:	
ADDRESS:	
CITY/PROVINCE:	POSTAL CODE:
PH:(Business and/or mobile)	E-MAIL:
Signature:	

NAME OF CANDIDATE: (include title: Dr., Prof., Mr., Mrs., Ms.)	
POSITION:	
CONNECTION TO UNIVERSITY: (i.e., Employee, Alumni, Volunteer etc.):	
ADDRESS:	
CITY/PROVINCE:	POSTAL CODE:
PH:(Business and/or mobile)	E-MAIL:

PARTICULAR REASON(S) FOR RECOGNIZING THIS INDIVIDUAL:

How does the nominee demonstrate the following:

1. A positive contribution to the University that exceeds the expectations of their current role
2. Has their contribution been impactful
3. Contributed to one or more of the following:
 - a. Promoted the university in a positive manner
 - b. Nurtured or built relationships between the University and the community
 - c. Fostered collaboration and cooperation within the University
 - d. Built excellence within the University



ORDER OF THE UNIVERSITY OF CALGARY SUPPORT FORM

SUPPORTING STATEMENT FOR ORDER OF THE UNIVERSITY OF CALGARY
NOMINATION PACKAGE (2-4 Supporting Statements Required)

NAME OF SUPPORTER: (include title: Dr., Prof., Mr., Mrs., Ms.)	
POSITION:	
FACULTY/DEPT/OFFICE:	
ADDRESS:	
CITY/PROVINCE:	POSTAL CODE:
PH:(Business and/or mobile)	E-MAIL:
Signature:	

NAME OF CANDIDATE FOR WHOM YOU ARE WRITING A SUPPORT LETTER:

PARTICULAR REASON(S) FOR RECOGNIZING THIS INDIVIDUAL:

How does the nominee demonstrate the following:

1. A positive contribution to the University that exceeds the expectations of their current role
2. Has their contribution been impactful
3. Contributed to one or more of the following:
 - a. Promoted the university in a positive manner
 - b. Nurtured or built relationships between the University and the community
 - c. Fostered collaboration and cooperation within the University
 - d. Built excellence within the University

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 to:

Order of the University of Calgary Committee
C/O Chancellor and Senate Office AD164
University of Calgary, 2500 University Drive NW Calgary, AB T2N 1N4

If you have any questions, please contact the Office of the Chancellor & Senate at
(403) 220-7981 or senate@ucalgary.ca