2020 WRC Awards Nomination

Terms of Reference

A. Confidentiality
All submissions received will be kept confidential by the Women’s Resource Centre Awards Selection Committee.

B. Eligibility & Selection Criteria
The following criteria will be used to determine the eligibility of nominees and to select the winner of the award:

1. All eligible candidates will lead their lives as women.

2. Candidates may be nominated as either an alumna, undergraduate student, or graduate student, according to the following definitions:
   a. Alumna: Candidates have completed an undergraduate or graduate program in good standing at the University of Calgary, but may have completed parts of their education at other institutions.
   b. Graduate student: Students are admitted to the Faculty of Graduate Studies and currently registered in courses for credit towards a master’s or doctoral degree in good conduct standing for non-academic misconduct at the University of Calgary. To qualify for this award students do not need to be enrolled in full-time studies.
   c. Undergraduate student: Students are currently registered in courses for credit towards an undergraduate degree in good conduct standing for non-academic misconduct at the University of Calgary. To qualify for this award students do not need to be enrolled in full-time studies.

3. The nominee must have demonstrated the following attributes:
   a. **Wisdom**: Professional excellence and creativity in her achievement of professional endeavours.
   b. **Resilience**: Overcoming obstacles in personal, professional and academic life. A demonstrated passion for advocating for women’s issues. A trailblazer in her field or profession.
   c. **Compassion**: Demonstrated commitment to community, special consideration given to the nominee who demonstrates an ongoing commitment to women’s issues.

4. The nominees selected to receive the award must attend the presentation ceremony on **Saturday, March 7, 2020**, except in rare circumstances (posthumous award, unexpected illness or emergency).

5. The following persons will not normally be considered as nominees:
   a. Active politicians; and
b. Serving members of the WRC Awards Selection Committee.

Nomination Procedure

1. Timing
   a. The WRC Awards Selection Committee will accept nominations until Sunday, February 2, 2020.
   b. Completed nomination forms must be received by Sunday, February 2, 2020.
   c. The final voting by the WRC Awards Selection Committee will be completed by mid-February.
   d. The WRC Awards Celebrating Women’s Wisdom, Resilience and Compassion will be presented annually.

2. Solicitation methods
   The WRC Awards Selection Committee may solicit nominations by various methods, such as:
   a. Advertisements in various university publications;
   b. Key alumni contact persons in various cities or other countries;
   c. Key members of the university community;
   d. Key members of the community at large; and
   e. Additional methods as chosen by the WRC Awards Selection Committee.

3. Information to be submitted
   A valid nomination will consist of the following:
   a. Nomination Form: Information completed by the nominator at www.ucalgary.ca/women/nomination
   b. Supporting Statement:
      a. One third-party supporting statement or letter from an individual who has direct knowledge about the nominee’s professional qualifications, abilities and reputation (the Nominator and WRC Awards Selection Committee cannot write supporting letters)
      b. The completed supporting statement must be a maximum of two pages in length including the following points:
         i. Nominee’s full name
         ii. Supporter’s name and contact information
         iii. Statement outlining your reasons for supporting this nomination
         iv. Relationship with the nominee
   c. Current Curriculum Vitae of Nominee (maximum of five pages)
   d. One form completed signed by the nominee to:
      i. Let her name stand in nomination;
      ii. Agree to attend the presentation ceremony if selected to receive the award;
      iii. Commit to at least one presentation for students at the Women’s Resource Centre.

   All documents will be submitted in .doc, .docx, .pdf, by the nominator at www.ucalgary.ca/women/nomination.

   NOTE: In rare circumstances (posthumous award or unexpected illness or emergency) the nominee’s approval and attendance are not required.

D. Selection Process

1. List of Candidates
   a. The pool of eligible nominees shall consist of all valid nominations received by Sunday, February 2, 2020.
   b. The WRC Awards Selection Committee will only review information submitted on the prescribed forms (in a clear and concise manner) to allow for equitable consideration of all nominees.
   c. The WRC Awards Selection Committee will review each nomination on its own merit and shall vote as to whether that nominee is included on the list of candidates.
2. The Vote
   a. The Women’s Resource Centre will publicly announce the winner of the WRC Alumna, Undergraduate, and Graduate Awards in the beginning of March.
   b. The winners of the WRC Awards will be notified by the Women’s Resource Centre.
   c. All nominees and nominators will be notified of the winner of the three WRC Award winners celebrating women’s wisdom, resilience and compassion.