

2024 WRC Awards Nomination

Terms of Reference

A. Confidentiality

All submissions received will be kept confidential by the Women's Resource Centre Awards Adjudication Committee.

B. Eligibility & Adjudication 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 in-person or virtually on **Friday, March 8, 2024**, except in rare circumstances (posthumous award, unexpected illness, or emergency)

5. The following persons will not be considered as nominees:
 - a. Active politicians
 - b. Serving members of the WRC Awards Adjudication Committee
 - c. Anonymous and self-nominations
 - d. Former WRC Awards recipients
 - e. Awards are given to individuals, not groups

Nomination Procedure

1. Timing

- a. The WRC Awards Adjudication Committee will accept nominations until Wednesday, Jan. 31, 2024
- b. Completed nomination forms must be received by Wednesday, Jan. 31, 2024.
- c. The final voting by the WRC Awards Adjudication 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 Adjudication 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
- e. Additional methods as chosen by the WRC Awards Adjudication 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 Adjudication 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 their name stand in nomination;
 - ii. Agree to speak at the presentation ceremony if selected to receive the award; and
 - iii. Agree to prepare a speech describing your experience in achieving **Wisdom, Resilience** and **Compassion** to be presented at the WRC Awards Ceremony.

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

D. Adjudication Process

1. List of Candidates

- a. The pool of eligible nominees shall consist of all valid nominations received by Wednesday, Jan. 31, 2024.

- b. The WRC Awards Adjudication 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 Adjudication 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 adjudication process is confidential and may result in the nominee being assigned to a different category than originally nominated to by the adjudication committee.
 - b. The Women's Resource Centre will publicly announce the winner of the WRC Alumna, Undergraduate, and Graduate Awards in the beginning of March.
 - c. The winners of the WRC Awards will be notified by the Women's Resource Centre.
 - d. All nominees and nominators will be notified of the winner of the three WRC Award winners celebrating women's wisdom, resilience, and compassion.