



Lakehead
UNIVERSITY

Alumni
Engage. Celebrate. Share.

FAQ

How long are nominations kept active?

Nominations will be held on file for up to three years. Should the nominee be unsuccessful after three years, they will then have to be re-nominated. Updates to the nominee's package may be made before the March 31st nomination deadline each year.

Who selects the recipients?

Award selections are made by the members of the Governance and Nominations Committee of the Alumni Association Board of Directors. Recipients are ratified by the whole Board.

How are the Alumni Award recipients selected?

Many factors go into the final decision when choosing award recipients. The Alumni Association of Lakehead University, its Board, and its Executive Director, are committed to a fair and equitable nomination process.

Each nominee will be evaluated based on rubrics created to be uniquely applicable to each Award. These rubrics evaluate nominees based on specific criteria, including: overall eligibility, contribution to the University, accomplishments pertinent to the award, contributions pertinent to the award and recognition among their community and their peers.

In addition to the rubric, nominees will also be evaluated on the completeness of their nomination package, letters of recommendation and the brief description provided by the nominator.

I don't know which Award to nominate a recipient for and/or if a person qualifies for an Award?

Each Award category contains a description on who may qualify for an award, with some restrictions based on date of graduation. Please read these descriptions carefully to ensure the person you are nominating qualifies for the award. If you are unsure which category a person belongs in, or if they qualify, please contact Mark Tilbury, Executive Director, Alumni Association of Lakehead University.

When will the recipients be notified/announced?

Award winners are contacted by the President of the Alumni Association of Lakehead University in late Spring. Public notice of award winners is done in conjunction with Lakehead University's Homecoming and Awards Dinner announcements in early Summer.

How will recipients be recognized?

Recipients are recognized at our annual Alumni Honours Evening held each year in conjunction with Lakehead University's Homecoming weekend and will be presented with their award by the Alumni Association President. Award recipients will also have the opportunity to make an acceptance speech at the ceremony and will have their name added to the Alumni Wall of Recognition located in the Alumni Commons of both the Thunder Bay and Orillia campuses.

In addition, award winners will be recognized online, and in print through features on our website (alumni.lakeheadu.ca), Alumni Magazine *Journey* and our monthly e-zine.

When would an Honour be revoked?

Normally, upon recommendation of the Governance and Nominations Committee, the Board would revoke an Alumni Honour if any of the following becomes known to the Committee or the Board, and it is satisfied that:

- The individual has been convicted of an indictable offence; or
- The individual has been removed for misconduct by a properly constituted legal authority from any official register or roll of members of the profession to which they belong; or
- The individual, in the reasonable opinion of the Board, after investigation, has obtained the Honour by fraud, deception, or other inappropriate means; or
- After investigation, the Board believes the continued recognition of the individual would negatively impact the Association.

THE NOMINATION DEADLINE IS: March 31st, annually

Nominations can be submitted to:

Mark Tilbury, Executive Director
Alumni Association of Lakehead University
Lakehead University
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Thunder Bay ON P7B 5E1

Phone: (807) 343-8010 x8916

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Toll Free: 1-800-832-8076

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