



Guidelines for the Awarding of the Lincoln Alexander Medal of Distinguished Service

Preamble

The Senate Honours and Awards Committee (“the Committee”) shall receive suggestions for and present to Senate nominations for the Lincoln Alexander Medal of Distinguished Service. This award is intended to recognize volunteers and retired staff.

Eligibility and Exclusions

1. The Lincoln Alexander Medal of Distinguished Service honours an individual who has played a pivotal role in the functioning of the institution or who has influenced the quality of academic life at the University.
2. The medal is awarded to a volunteer or a retired staff member who has made a significant contribution to the University.
3. Volunteers must normally have concluded the volunteer role(s) for which they are primarily being recognized. A staff member must be retired from the University and must normally have worked at the University for at least 10 years.
4. Students are not normally eligible.¹
5. Faculty are not eligible.
6. The medal may be awarded posthumously where the nomination was submitted within three years of their death.

Criteria

The criteria should include one or more of the following:

1. Significant contributions to the functioning of the University, that extend beyond those normally made by staff and volunteers.
2. Significant contributions to the governance of the University.
3. Significant contributions in areas which have resulted in substantial improvement to the academic life and character of the University.

¹ Exceptions may be made for lifelong learners who are taking a course.

While there is no limit on the number of persons who can receive the Medal, the award is intended to be selective and distinctive. In determining which candidates are suitable for nomination to this category, comparison should be made with other volunteers who have recently concluded their roles with the University or other staff who have recently retired or who are due to retire.

Nominations

Faculty, staff, students, alumni and members of the Board of Governors and Board of Trustees (current and former) may nominate candidates for the Lincoln Alexander Medal of Distinguished Service.

Commitment to Equity, Diversity and Inclusion

The University is committed to fostering a culture of inclusion and to designing, reviewing, and rebuilding structures – including policies, programs, and practices – that are inclusive, equitable, and accessible to all. In keeping with this commitment, nominations of qualified individuals from historically marginalized and underrepresented communities including those who identify as Black, Indigenous, or Persons of Colour; persons with a disability or who identify as differently abled; persons of all genders, and sexual orientations; and those with a demonstrable track record of confronting oppression and promoting belonging in their organizations and communities are strongly encouraged.

Documentation

The following items shall be included with the nomination:

1. **Nomination form:** available on the [University Secretariat website](#).
2. **Statement of Nomination:** this statement should summarize the nominee's contributions to the University and their respective impact, per the *Criteria & Qualifications* section above. As a general guideline, the statement should approximate 500 words. Nominators should be mindful that the statement will be presented to Senate as the basis for the nomination and to inform Senate's decision to award the Lincoln Alexander Medal.
3. **Letters of Support:** a maximum of three (3) letters of support from individuals other than the nominator.

Procedure for Awarding the Lincoln Alexander Medal

All nominations will be considered by the Senate and Honours and Awards Committee, which may put forward the names of candidates and the statement of nomination provided in support of that candidate, for consideration by Senate. Senate will vote *in camera* on the acceptance of the nomination, as for the election of candidates for University Professor Emeritus/a.

Method of Presentation and Privileges

Public recognition of recipients of a Lincoln Alexander Medal of Distinguished Service shall be given at a convocation ceremony to which the recipient shall be invited. Normally, the award shall not be made *in absentia*. The award will consist of a medal and citation which shall be read at the convocation ceremony at which the award is presented.

<i>Approval Authority:</i>	<i>Senate Honours and Awards Committee</i>
<i>Office of Responsibility:</i>	<i>University Secretariat</i>
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