

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.

Eligibility

The Lincoln Alexander Medal of Distinguished Service honours an individual who has played a pivotal role in the functioning of the institution and who has influenced the quality of academic life at the University. Active members of faculty, staff and students are not eligible.

Criteria & Qualifications

The medal is awarded to a person who has made a significant contribution to the University whilst not an employee of the University or an in-course student. The criteria should include one or more of the following:

1. Significant contributions to the governance of the University.
2. Significant contributions in areas which have resulted in substantial improvement to the academic life and character of the University.

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.

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 name of one candidate 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>
<i>Revision Dates:</i>	September 23, 2008 May 15, 2014