



Guidelines for Awarding the Medal of Merit

Preamble

Established in 1986, the Medal of Merit recognizes retired Professors who have made outstanding contributions to teaching, academic life, and the functioning of the University.

The Medal of Merit will be awarded only to those Professors who have retired from the University of Guelph. To be eligible a person must have served as a tenured faculty member. A person who is employed full-time by the University in any capacity is ineligible to receive the award.

The Senate Honours and Awards Committee ("the Committee") shall receive and present to Senate nominations for the Medal of Merit.

Eligibility and Criteria

1. The Award will recognize a retired faculty member who has demonstrated one or more of the following:
 - a. Outstanding contributions to teaching.
 - b. Significant contributions to the functioning of the University;
 - c. Significant contributions to other areas which have resulted in substantial improvement to the academic life and character of the University.
2. 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 within a department or college are suitable for nomination to this category, comparison should be made with Professors who have recently retired or who are due to retire.
3. The medal may be awarded posthumously where the nomination was submitted within three years of their death.

Nominations

1. Suggestions for nominations for the Medal of Merit may be made by students, faculty, staff or alumni, and shall be forwarded to the Department Committee for Tenure and Promotion on the appropriate nomination form, obtainable from the Department.
2. The Department Committee shall forward the nominations it endorses to the College Committee for Tenure and Promotion, with comments.
3. The College Committee shall forward, with comments, those nominations of which it approves to the Senate Honours and Awards Committee.
4. The Honours and Awards Committee shall present to Senate only those nominations which it endorses.

5. Senate will vote *in camera* on the acceptance of the nomination in a matter similar to that used for University Professor Emeritus/a.

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. *Citation or Statement of Nomination* – this statement should summarize the nominee’s contributions and their impact to the University.
3. *Resume or Curriculum Vitae*
4. *Letters of Support* – a maximum of three (3) letters no more than (5) must be submitted from individuals knowledgeable about the nominee’s contributions and related impact.

Method of Presentation and Privileges

1. Public recognition of the recipients of the Medal of Merit shall be given at a convocation ceremony, to which the recipient shall be invited.
2. The award shall consist of a medal and a citation which is to be read at the convocation ceremony at which the award is presented.
3. Recipient of the Medal of Merit will be listed in a separate section in the undergraduate calendar and shall:
 - a. Have library privileges equal to those of faculty members;
 - b. Be eligible for all academic processions;
 - c. Receive invitations to attend departmental seminars and to hear outside speakers invited to the University.
4. Recipients of the Medal of Merit will be encouraged through department Chairs and Deans to maintain contact with their colleagues and with the University.

<i>Approval Authority:</i>	Senate Honours and Awards Committee
<i>Office of Responsibility:</i>	University Secretariat
<i>Revision Dates:</i>	March 5, 2025 January 25, 2017 September 23, 2008 March 18, 1986 (established)

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