

President's Medallion of Excellence Nomination Guidelines, Form & Process

GUIDELINES

Nominees must:

- Be retired employees, either faculty or staff, of Cape Breton University.
- Have demonstrated exceptional service, leadership and commitment to the University.
- Have made significant and lasting contributions that advanced the mission, reputation and/or vitality of Cape Breton University.
- Be recognized for achievements that extend beyond the normal expectations of their role and have created meaningful, measurable or enduring impact.

Contributions may include, but are not limited to:

- Excellence in teaching, research or scholarship.
- Leadership in academic or administrative advancement.
- Student mentorship and support.
- Community engagement and partnership development.
- Institutional innovation and transformation.
- Advocacy for Cape Breton University at the regional, national or international level.
- Contributions that enhanced the student experience, university culture or strategic priorities.

Other notable aspects:

1. Nominees may be retired from Cape Breton University or one the predecessor institutions, including: The College of Cape Breton, Xavier Junior College, Xavier College, the Nova Scotia Eastern Institute of Technology and the University College of Cape Breton
2. The Medallion may not be awarded in absentia or posthumously, except where the candidate has died after the nomination submission or by special agreement of the President.
3. Individuals will not be eligible for the Medallion during their term as employees.
4. All nominations will be presented to the President for consideration and will remain on active file for a period of no longer than three (3) years. Following the three years, nomination applications may be resubmitted for consideration.
5. The President's Medallion of Excellence Committee, shall present recommendations to the President for final approval.

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NOMINATOR INFORMATION

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE 1: _____

PHONE 2: _____

NOMINEE INFORMATION

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE 1: _____

PHONE 2: _____

NOMINEE'S PROFESSIONAL CONTRIBUTIONS

Which Institution did the nominee retire from: _____

What career/field did the nominee retire from? _____

What year did the nominee retire? _____

Please outline the nominee's contributions, and take into consideration:

- Excellence in teaching, research or scholarship.
- Leadership in academic or administrative advancement.
- Student mentorship and support.
- Community engagement and partnership development.
- Institutional innovation and transformation.
- Advocacy for Cape Breton University at the regional, national or international level.
- Contributions that enhanced the student experience, university culture or strategic priorities.

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ADDITIONAL INFORMATION

Please include anything else you would like to highlight about the nominee's career or time at CBU:

☐ Please acknowledge that you have also submitted two letters of support for this nominee, in addition to completing this nomination form.

NOMINATION AND SELECTION PROCESS

Submitting Nominations

The President's Medallion of Excellence Committee, will invite and review nominations for the President's Medallion of Excellence. Any individual may submit a nomination by completing the required form and providing supporting materials in accordance with the established guidelines. Nomination materials will serve as the basis for assessing a candidate's qualifications.

In the inaugural year, nominations will be accepted for a six-week period. Thereafter, nominations may be submitted year-round. To be considered for the February award presentation, nominations must be received by November 30.

Nominations must be submitted using Nomination Form along with two letters of support and if available, other supporting material. If you have nominated someone in the past and would like that person to be reconsidered, please renominate the individual. Nominations and supporting documentation should be sent to:

Cape Breton University
Human Resources
c/o James McKee
PO Box 5300
Sydney, Nova Scotia B1P 6L2
humanresources@cbu.ca

A letter acknowledging receipt of the nomination will be sent to all nominators.

SELECTION PROCESS

Nominations are reviewed by the President's Medallion of Excellence Committee before being forwarded to the President for consideration. Nominations that are reviewed but not recommended for approval will remain on file for up to three years. Recommendations are presented to the President annually for final decision.

The President, or designate, will contact selected recipients on behalf of Cape Breton University to extend the invitation and confirm acceptance. The Medallion will be presented at an annual CBU awards event, and recipients must be present to accept the honour.

Confidentiality is a fundamental part of this process. The names of nominees will not be disclosed at any stage, and all nomination materials will be treated as strictly confidential. Approved nominations and accepted invitations will remain confidential until a public announcement is made in advance of the award presentation.