

Title	Chancellor's Community Recognition Award		
Classification	Board	Oversight & Responsibility	Office of the President
Category	External Relations & Communication	Effective Date	2017 Mar 31
Approval	Board	Policy No	1067

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Board Policy Statement

The Board will approve nominations for the Chancellor's Community Recognition Award.

Philosophy

The Board values the University's connection to its community and believes that it is appropriate to recognize the contribution of community members to their communities by the awarding of the Chancellor's Community Recognition Award.

President's Responsibilities

The President will develop administrative procedures for handling nominations and to facilitate the Board's decisions with respect to nominations. Based on Board-approved criteria, the President, working with a Board committee, will bring forward recommended candidates for Board review and approval.

Information, Action and Monitoring Requirements for the Board

The Board may approve Chancellor's Community Recognition Award recipients, whose names shall be added to a pool from which the President may select for convocation ceremonies.

Additional Information

Originally established by the Board of Governors of Royal Roads University in 1998, and formally adopted by policy in 2015, the Chancellor's Community Recognition Award honours individuals or organizations that have provided distinguished service to their communities in a way that reflects the university's motto "living our learning." The award is normally presented during a university convocation ceremony where the recipient is formally presented by the Chancellor. Candidates selected to receive an award will be invited to attend events celebrating the award with the RRU Board of Governors.

Criteria for Chancellor's Community Recognition Award

- Recipients are individuals or organizations with a real and significant connection to the University
- Recipients will have made demonstrable contributions to their communities
- Recipients will have addressed one or more community issues while exemplifying one or more of the following principles:
 - Leadership
 - Sustainability
 - Entrepreneurship

- Conflict management
- Communication

Eligibility and Exclusions

- Recipients have not previously received the Chancellor's Community Recognition Award from Royal Roads University.
- Canadians and non-Canadians are eligible to be nominated.
- Normally, active members of faculty, staff and the Board of Governors are not eligible.
- Politicians currently in elected office are not eligible for consideration.
- Normally, Chancellor's Community Recognition Awards are not awarded *in absentia* or posthumously; however, the Board may elect to waive this restriction.
- Normally, the Board of Governors will not award the Chancellor's Community Recognition Award to an individual who has already received an honorary degree from Royal Roads University, but may do so at its discretion.

Nominations

The Board of Governors at its discretion will consider meritorious nominations from any source: programs or faculty, students, staff, alumni, Governors, or members of the general public. However, nominators should not be members of the nominee's family.

Nominations for Chancellor's Community Recognition Awards may be made at any time. The Board of Governors shall periodically review nominations and approve candidates whose names shall be added to a pool from which the President may select for convocation ceremonies. Approved candidates' names shall be kept on file for two years from the date of approval. The University will issue an annual call for nominations.

All nominations and discussion related to any potential candidate shall be treated as strictly confidential. Candidates are not to be informed of their nominations unless they are selected to receive a Chancellor's Community Recognition Award.

Documentation

Nominations should be made in writing to the President and should include:

- the current name, address, telephone number and email address of the candidate,
- the names and contact information of two references for the nominee who are not members of the nominee's family,
- a sketch of the candidate's history and/or *curriculum vitae*,
- a nomination letter demonstrating how the nominee meets the selection criteria. Supporting documentation such as news articles or media releases detailing achievements that the nominator believes qualify the candidate for consideration for a Chancellor's Community Recognition Award may also be included,
- a description of the relationship between the University and the candidate, if any.

Review and Revision History

Date	Action
2015-Jun-22	Approved by the Board
2017-Mar-31	Revised; current published version
2021-Oct-19	Transfer to new template; no content change
Next Review	
2020-Mar-31	For review