

Arts and Science Undergraduate Society of Queen's University

# Gifts & Awards Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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## Table of Contents

<b>PART 1: AWARDS</b>	<b>3</b>
SECTION 1   MARK R. WILSON AWARD	3
SECTION 2   W.J. BARNES TEACHING EXCELLENCE AWARD	5
SECTION 3   TEACHING ASSISTANT EXCELLENCE AWARD	6
SECTION 4   ASUS VOLUNTEER OF THE YEAR AWARD	8
SECTION 5   AGNES BENEDICKSON TRICOLOUR AWARD	9
SECTION 6   QUEEN'S STUDENT AWARDS OFFICER PARTNERSHIP	10

## PART 1: AWARDS

### SECTION 1 | MARK R. WILSON AWARD

#### 1.01.01

The Mark R. Wilson Award shall be considered to be the highest tribute the Society may pay to an Arts and Science student for valuable and distinguished service to the University in non-athletic extra-curricular activities. Formerly the Arts and Science Undergraduate Award, the award renamed on February 4, 1999 to honour Mark R. Wilson, ArtSci '99 (Geography & Politics), who was tragically killed by a drunk driver in July of 1998. Mark Wilson was a remarkable student who contributed extensively to Queen's via his involvement in ASUS (as DSC Communications Coordinator, ASUS Representative to the AMS, and '99 Year Society Secretary), the Geography DSC, Queen's Model Parliament, Queen's Young PCs, and Queen's Christian Fellowship. Mark's contributions to the University community were outweighed only by his personal commitment to his friends and family.

#### 1.01.02

The award may recognize exceptional service in a single area or project or contributions over a wide range of activities. Any student at the University may submit a nomination. Each recipient of an award shall be presented with a plaque. The ASUS awards shall be presented annually.

#### 1.01.03

The Selection Committee for the Mark R. Wilson Award will be composed of the following:

- i) Four (4) members of ASUS Assembly
- ii) The President of ASUS
- iii) One member of ASUS Council (Chair)

#### 1.01.04

The Committee shall be appointed by ASUS Assembly before January 15. If any member of the Selection Committee is nominated for an award, the executive shall replace them with a new appointment.

#### 1.01.05

The duties of the Chair of the Committee shall be, but are not limited to:

- i) To inform the campus at large that any member of the Queen's community may nominate any member of ASUS for an award through campus organizations as early as possible in the winter term.

- ii) To convene and chair all meetings of the Selection Committee. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.
- iii) To notify the campus through the Journal or other publication of the decision of the Selection Committee.

#### 1.01.06

The Selection procedure for this committee shall be as follows:

- i) The Chair shall be a non-voting member and all other members shall have one vote each.
- ii) All nominations should be received by the Chair by the appointed deadline set by the committee.
- iii) At their first meeting the Selection Committee shall examine the nominations received and members may make additional nominations.
- iv) Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee.
- v) The number of awards given in a year shall be decided by the Selection Committee, but the number may be limited so as not to jeopardize the distinction of the award. The award shall not be awarded simply because a person holds or has held a certain position or office on campus.
- vi) The Committee shall reach its final decision before the Society's Annual General Meeting.
- vii) The voting procedure shall consist of two rounds:
  - a) To eliminate candidates.
  - b) To choose award winners.
- viii) A negative vote of one-third (rounding up) by voting members shall eliminate a nominee from further consideration. In the case where a voting member wishes to appeal the elimination of a nominee during round one, an appeal procedure shall be instituted at the discretion of the Chair, in consultation with the committee. In the second round, if a nominee receives a positive vote of two thirds (rounding down) by voting members, the nominee shall win the ASUS award.

#### 1.01.07

The presentation of the awards is to be made at the Society's Annual General Meeting. The cost of the awards shall be allocated from the budget of the retiring executive. The names of the recipients shall be inscribed on a plaque to be hung in the ASUS office

## SECTION 2 | W.J. BARNES TEACHING EXCELLENCE AWARD

#### 1.02.01

The W.J. Barnes Teaching Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual for teaching excellence. The award shall be presented to deserving members of the Faculty of Arts and Science who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Volunteer Appreciation Gala, and every effort should be made to widely recognize the achievements of the winners and all nominees.

#### 1.02.02

The award shall be selected by a Selection Committee which will be composed of the following:

- i. Two (2) Chairs:
  - a. The Deputy Academics Commissioner (Special Projects)
  - b. The Academics Commissioner
- ii. Three (3) Committee Members:
  - a. The Academics Commission First-Year Intern
  - b. One (1) Academic Representative from ASUS Assembly
  - c. One (1) voting member of ASUS Assembly

Members of the Selection Committee may not submit a nomination during the academic year that they hold their role.

#### 1.02.03

The Academic Representative and the voting member of Assembly will be selected by ASUS Assembly by Week 6 or the second meeting of ASUS Assembly, whichever comes first.

#### 1.02.04

The duties of the Chair of the Committee shall be, but are not limited to:

- i. To inform campus at large early each term, through the ASUS Marketing and Communications Office, that any student may nominate any instructor of the Arts and Science Faculty for the award;

- ii. To convene and chair all meetings of the Selection Committee;
- iii. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee;
- iv. To notify the campus through The Journal or other publication of the decision of the Selection Committee.

#### 1.02.05

The Selection procedure for this committee shall be as follows:

- i. Nominations will be accepted in both terms. All nominations should be received by the Co-Chairs by the ninth week of classes in each term;
- ii. Any member of Faculty acting as the central instructor of the course may be nominated. This includes, but is not limited to: Assistant, Associate, and Adjunct Professors. Teaching Assistants are not eligible for this award;
- iii. At their first meeting, the Selection Committee shall examine the nominations received;
- iv. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee;
- v. In reaching a decision, the committee member should consult with the nominator. The evaluation procedure shall be standard across nominees;
- vi. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term;
- vii. The Committee shall reach its final decision before the third week of March.

#### 1.02.06

The presentation of the awards is to be made at the ASUS Volunteer Appreciation Gala. The names of the recipients shall be inscribed in a plaque.

#### 1.02.07

The cost of the awards shall be allocated from the budget of the Academics Commission

### SECTION 3 | TEACHING ASSISTANT EXCELLENCE AWARD

#### 1.03.01

The Teaching Assistant Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual in their undergrad, masters or PhD for their excellence in their role as a teaching assistant. The

award shall be presented to deserving Teaching Assistant in the Arts and Sciences who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Special Awards Gala, and every effort should be made to widely recognize the achievements of the winners and all nominees.

#### 1.03.02

The award shall be selected by a Selection Committee which will be composed of the following:

- i. Two (2) Chairs
  - a. The Deputy Academics Commissioner
  - b. The Academics Commissioner
- ii. Three (3) Committee Members
  - a. The Academics Commission First-Year Intern
  - b. One (1) Academic Representative from ASUS Assembly
  - c. One (1) voting member of ASUS Assembly

Members of the Selection Committee may not submit a nomination while in their role.

#### 1.03.03

The Academic Representative and the voting member of Assembly will be selected by ASUS Assembly by Week 6 or the second meeting of ASUS Assembly, whichever comes first.

#### 1.03.04

The Deputy ACS Commissioner's responsibilities in regard to the TA Excellence Award shall be, but are not limited to:

- i. To inform campus at large early each term, through the ASUS Marketing Commission, that any member of the Queen's community may nominate any Teaching Assistant of the Arts and Science for the award.
- ii. To convene and chair all meetings of the Selection Committee.
- iii. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.
- iv. To notify the campus through The Journal or other publication of the decision of the Selection Committee.

#### 1.03.05

The Selection procedure for this committee shall be as follows:

- i. Nominations will be accepted in both terms. All nominations should be received by the Co-Chairs by the ninth week of classes in each term;
- ii. At their first meeting, the Selection Committee shall examine the nominations received;

- iii. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee;
- iv. In reaching a decision, the committee member should consult with the nominator. The evaluation procedure shall be standard across nominees;
- v. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term;
- vi. The Committee shall reach its final decision before the third week of March.

#### 1.03.06

The presentation of the awards is to be made at the ASUS Volunteer Appreciation Gala. The names of the recipients shall be inscribed in a plaque.

#### 1.03.07

The cost of the awards shall be allocated from the budget of the Academics Commission.

### SECTION 4 | ASUS VOLUNTEER OF THE YEAR AWARD

#### 1.04.01

The ASUS Volunteer of the Year Award shall be awarded annually to the individual who demonstrates exceptional enthusiasm, personal development, and dedication to the Arts and Science Undergraduate Society and its mandate in his/her capacity as a volunteer.

#### 1.04.02

The ASUS Volunteer of the Year shall be selected by the ASUS Council at the last Council meeting before the Annual ASUS Volunteer Appreciation Dinner. Any member of Council may put forth names for consideration. The decision shall be made by vote.

#### 1.04.03

The ASUS Volunteer of the Year Award shall be presented at the annual ASUS Volunteer Appreciation Dinner. The recipient of the award shall receive a small plaque. The award recipient's name shall be engraved on a larger plaque to be displayed publicly in the ASUS Offices.

### SECTION 5 | AGNES BENEDICKSON TRICOLOUR AWARD

#### 1.05.01

ASUS shall nominate and elect one member of ASUS to act as a Delegate and sit on the Agnes Benidickson Tricolour Award Selection Committee. The Delegate shall work in



unison with the Agnes Benidickson Tricolour Award Selection Committee to select the recipient(s) of the award.

#### 1.05.02

The Delegate shall be elected by week 9 of the fall term, and shall have their contact information passed on to the University Rector, who chairs the Selection Committee

### SECTION 6 I QUEEN'S STUDENTS AWARDS OFFICE PARTNERSHIP

The ASUS Vice President (Operations), with consultation of the ASUS Executive, must ensure that at least one financial award must be facilitated through the Queen's Student Awards Office in each academic year.

- i. All ASUS awards facilitated through the Queen's Student Awards Office are funded from either student fees or revenue collected from ASUS Services.
- ii. Vice President (Operations) must communicate with the Student Awards Office at the start of term to ensure that ongoing awards commitments are being fulfilled.
- iii. In the event that there is no ongoing awards commitment, Vice President (Operations) must ensure the continuation of the ASUS Membership Bursary through the Student Awards Office.