

AWARDS POLICY

OF THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	Secretary of Internal Affairs
Approved by	Assembly
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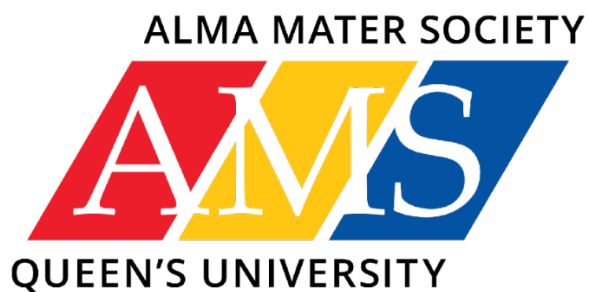


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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

Purpose

The purpose of this policy is to provide direction regarding AMS Awards and the selection committees which determine the recipient of the awards. This policy provides a clear and concise set of rules to be used for Selection Committees through the process, and ensures that all members of the AMS have a consistent and accessible reference document to consult for awards. This policy has been established to provide transparency to students and community members.

Terminology

1. **Constitution:** Refers the Constitution of the Alma Mater Society
2. **Student:** Refers to an individual enrolled at Queen’s University, who is considered a member of the Alma Mater Society, and has paid the full slate of mandatory fees in the year they are nominated or apply for an award, grant or bursary.
3. **Queen’s Community (“Community Member”):** Members of the Queen’s Community include any student, alumni, staff, faculty, co-workers, supervisors and members of the public who have an interest in the University.
4. **University:** Refers to Queen’s University at Kingston, Ontario.

5. **Selection Committee “Committee”:** refers to committees which have a mandate to make award selections or the authority to select awardees for awards listed under this policy. The use of the word committee may either refer to the committee that makes a selection for a specific award or committees in general.

Timelines

6. **Academic Year:** Refers to the period of time covering the Fall and Winter terms.
7. **Fall Term:** Refers to the academic term between September and December, as defined by the Office of the University Registrar.
8. **Reading Week:** Refers to the one (1) break that normally occurs in October and February, in which all classes are cancelled. The dates are set and defined by the Office of the University Registrar.
9. **Winter Term:** Refers to the academic term between January and April, as defined by the Office of the University Registrar.

Persons

10. **Nominee:** Refers to a person or group who has been nominated for an award.
11. **Awardee or Recipient:** This term refers exclusively for recipients of awards.

Committees

Note, this list is not exhaustive. Each Equity Award has its own selection committee, outlined in the respective policy section.

12. **Executive Awards Selection Committee** refers to the committee with the following composition.
 - a. *Mandate: To administer the AMS Staff Award, AMS Letter Award, AMS Volunteer Awards, and AMS Peer Support Award.*
 - b. *Composition:*
 - i. Commissioner of Campus Affairs (Chair)
 - ii. President
 - iii. A representative from the Peer Support Centre appointed by the Vice President (Operations), normally the Head Manager.
 - iv. Three (3) voting members of Assembly
13. **Teaching Awards Selection Committee** refers to the committee described as follows:
 - a. *Mandate: To administer the Frank Knox Award for Excellence in Teaching, Christopher Knapper Award for Excellence in Teaching, and the Undergraduate Research Mentorship Award.*
 - b. *Composition of the Committee:*
 - i. AMS Academic Affairs Manager (Chair)
 - ii. Commissioner of External Affairs

- iii. Vice-President of University Affairs
 - iv. Three (3) voting members of the AMS Assembly
 - c. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Commissioner of Campus Affairs
 - ii. Commissioner of Environmental Sustainability
- 14. **Civic Responsibility Award Committee** refers to the committee described as follows:
 - a. Mandate: To administer the *Civic Responsibility Award*.
 - b. Composition:
 - i. Government Affairs Manager (Chair)
 - ii. Commissioner of External Affairs
 - iii. Vice-President of University Affairs
 - iv. The three (3) voting members of Assembly who are appointed to the Committee on External Alignment
 - v. A Community Member from the Sydenham Distract Association nominated by the SDA.
 - c. In the event of a vacancy or conflict of interest, substitutions for AMS employees will occur in the order outlined below:
 - i. Commissioner of Campus Affairs
 - ii. Commissioner of Environmental Sustainability
- 15. **Club Advisory Committee** is a Standing Committee of Assembly defined by the Assembly Policy.
- 16. **Equity Award Selection Committee** is a committee that consists of the three Assembly Members appointed to the *Equity Advisory Committee*, a Standing Committee defined by the Assembly Policy; and other persons as described by Part E of this policy.
- 17. **Sustainability Advisory Committee** refers to the Standing Committee of Assembly which is defined by the Assembly Policy.

Policy Statement

AMS Awards are an integral facet of the Queen's Community, recognizing the outstanding accomplishments of students, teaching assistants and others. The AMS is committed to ensuring all aspects of the selection process is open and transparent for all students, duly ensuring sustainable governance and operations. Active student participation in awards is essential for the operation of the society and recognition of exceptional leadership and precedent. This policy provides the necessary information of the process of selections for

awards. This policy also establishes the commitment of the AMS in giving back to the community.

Scope

This policy applies to all awards which are named and included in this policy. This policy covers the entire process and procedures of awards selection, including formation of Committees, terms of reference, information retention, announcement, delivery of grants and bursaries, and designations. This policy works in tandem with the *Appointment Policy* of the Society, which governs appointments of the Selection Committees and manages conflicts of interest.

Roles and Responsibilities

AMS Secretary of Internal Affairs (“Secretariat”): The Secretariat is ultimately responsible for the administration of this policy and ensuring that the award processes operate on a yearly and timely manner. The Secretariat works closely with the Vice President of University Affairs to ensure that commissioners are aware of their responsibilities under this policy, and acts as a central resource for committee members, executive, and to ensure committee records are properly managed. The Secretariat also facilitates the appointments to Selection Committees within their role as Chair of the Nominating Committee of Assembly. The Secretariat is responsible for setting the timelines for nomination periods for both the fall and winter periods. The Secretariat is additionally responsible for review of all application/nomination forms with the AMS Executive before nominations are open. Finally, the Secretariat monitors this policy and works with the AMS Executive, and Selection Committee Chairs, and the Chief Governance Officer, to make recommendations on changes to this policy.

Chief Governance Officer: The Chief Governance Officer is the administrator of the Awards process and supports the review of nomination forms. The Chief Governance Officer is responsible for the scheduling of Selection Committee meetings and ensuring that members of the Selection Committee are supported by acting as a resource before, during and after meetings. The Chief Governance Officer is an observer to all Committee meeting(s) and acts as an impartial and neutral resource during the meeting(s) to provide committee members with guidance and direction regarding conflicts of interest, rules of order and other procedural questions. The Chief Governance Officer may interpret and apply this policy and procedural best practices during Committee meetings, and where disputes occur. The Chief Governance Officer enforces the procedure on addressing conflicts of interest to uphold the integrity of the selection process. In the event of a conflict of interest for the Chief Governance Officer, the Speaker of the AMS Assembly or

Secretariat assumes this role as needed (this determination is made by the Secretariat). Appeals of the decision of the Chief Governance Officer can be directed to the Secretariat.

Vice President of University Affairs (“VPUA”): The VPUA is responsible for ensuring that commissioners are aware of this policy, and that they include its requirements in their goal plan and budget in the summer. The VPUA works closely with the Secretariat to ensure that award timelines set are properly communicated through AMS media channels. The VPUA is responsible for the publicization of awards under this policy via the Marketing and Communications Office.

AMS Commissioners: Commissioners, where acting as Chairs of Selection Committees or supervisors of other person(s) designated as chairs, are responsible for the content of nomination forms, and ensuring that both this policy and the forms are updated as appropriate. AMS Commissioners are responsible for proper budgeting of allocations needed to fund awards. Lastly, the AMS Commissioners, in collaboration with the Human Resource Office, are collectively responsible for the planning of the AMS Awards Gala in which all awards listed in this policy are presented.

Selection Committee Members: Selection Committee members are responsible for reviewing all applications for awards within the mandate of their committees, disclosing conflicts of interest to the Chief Governance Officer, and attending all committee meetings.

AMS Members-at-large: Students at large should read and participate in grant and bursaries and submit nominations and applications on a timely manner.

Part A: General Principles

Section 1: Jurisdiction

AMS Executive

1. The AMS Executive have full jurisdiction over the financial allocations to awards, grants and bursaries under this policy; an authority which is subject to limitations outlined in the AMS Constitution and AMS Corporate Bylaws.
2. Creation of new awards require the approval of the AMS Executive prior to the terms of reference becoming effective and a part of this policy. Except where the award/grant/bursary was created and approved by September Assembly meeting of the current academic year, the first cycle of a new award/grant/bursary must be the academic year subsequent to when the award/grant/bursary was created and approved by Assembly.

Suspension of an Award/Grant/Bursary

3. The AMS Executive by unanimous approval have the authority to suspend the administration of any award under this policy only where the recipient of the award would not be a member of the Society (ex. a student). The AMS Executive must notify the Secretariat of any such suspensions.
4. The AMS Assembly may vote to suspend any award, grant or bursary for a given academic year without the need to remove mentions of the specific award, grant or bursary from this policy. The suspension must be approved no later than the September meeting of Assembly and will be valid until April 30th of the academic year in which a motion to suspend is approved.
5. Suspensions may not occur once the nomination period has been opened, and at least one (1) nomination or application has been received.

Appeals of a Decision by the Selection Committee

6. A decision of the Selection Committee pertaining to any award/grant/bursary is final. Minor procedural/operational deviations from this policy do not generally invalidate the selections made by the Committee. However, every nominee and applicant have the right to direct concerns about the fair administration of this policy to the Judicial Affairs Office.
7. In the event of an appeal to the Judicial Committee, the Judicial Committee may:
 - a. Not overturn an individual decision of the Committee (aka, the Judicial Committee may not decide that a recipient of an award/grant/bursary would no longer receive their award/grant/bursary).
 - b. Not make a decision on how to disburse an award/grant/bursary. The Judicial Committee does not have the authority to choose the recipient.
 - c. Nullify all selections made by a specific Committee and require a new Selection Committee to form to reassess all submissions. The selections made may only be nullified on the following grounds:
 - i. There is clear and compelling evidence that the appellant has been treated unfairly;
 - ii. If it can be deemed to the Judicial Committee's satisfaction that the Selection Committee had a clear and definitive bias.
 - iii. The appeal shall not constitute an opportunity for the Judicial Committee to simply second guess the judgment of the Selection Committee, but rather exists solely to ensure that there has not been an indisputable miscarriage of procedural fairness based on either the facts or on considerations extraneous to the case.

Section 2: Terms of Reference

1. Terms of references listed below are applicable to all committees which made decisions pertaining to awards unless stated otherwise in this policy. The terms of reference below also apply when a committee that has several mandates is engaging with an award and making decisions under this policy.
2. Unless stated otherwise, all members of Selection Committee, including where there is a conflict of interest or a vacancy are appointed following the procedures of the *Appointment Policy*.
3. Quorum for all Selection Committees is two (2) members of Assembly, the chair of the committee, and a majority of the remaining members (if applicable).
4. The Chief Governance Officer (or delegate) is a non-voting observer of all award committees, and acts as the secretary of all committees. The Chief Governance Officer will record any disclosures of conflicts of interest made to the committees, and the final decisions.
5. The Chair of each Selection Committee is a non-voting member, and retains full authority and responsibility for the content of the nomination package in any given year. The inclusion of the contents of the nomination process in this policy should not limit the discretion of the Chair to request additional information as deemed appropriate. This is subject to approval by the Secretariat to ensure alterations to language and timeline are consistent with prevalent AMS policies.
6. A Selection Committee is considered disbanded upon the submission of **Selection Committee Decision** to the Chief Governance Officer, to be filed within the Office of the Secretariat. A completed decision letter will include the following information:
 - a. List of all recipients, and their contact information.
 - b. List of all members of the Selection Committee, including notes relating to abstentions from votes or substitutions.

Section 3: Timelines

1. There will be two nomination periods, one in the Fall Term and one in the Winter Term which will follow the timelines below:
 - a. The Fall Nomination Period will open after the Reading Week of the term, for at least two week(s).
 - b. The Winter Nomination Period will open at least two weeks prior to the Winter Reading Week and be open for at least seven (7) business days afterwards so that all students to make nominations and engage with the awards process.
2. The AMS Secretariat must set the date(s) for the Fall and Winter nomination periods; and submit the dates for Assembly's approval no later than the August Assembly.
3. All awards unless stated otherwise or at the discretion of the Secretariat, must follow the timelines ratified by the AMS Assembly. The Secretariat must notify the

AMS Assembly any time a deviation from timeline is approved, and the reason(s) for the approval. The AMS Assembly may overturn a decision of the Secretariat by a simple majority.

Section 4: Confidentiality

1. The Chief Governance Officer may direct a Committee to comply with this policy, and/or add additional rules, subject to approval by the Secretariat, to ensure that this policy is adhered to, and principles of procedural fairness are upheld.
2. All applications and material (except where stated otherwise) under this policy are strictly confidential, and Committee members are required to sign **Non-Disclosure Agreements** ("NDA") with the AMS, prior to accessing any information related to the administration of this policy. The Judicial Affairs Office will enforce NDAs, and address breaches of NDAs following Judicial Policy of the AMS.
3. From time to time, the Chair of a Committee may release information relating to the nature of applications/nominations a Committee received. However, no personal or identifying information may be made public unless except for the announcement of award recipients or if permitted by this policy.
4. Every effort should be made to protect the privacy of nominees under this policy. Consideration should be given so that Committee members cannot access confidential information after their term.
5. All records will be destroyed following AMS policy on records management as set by the Information Technology Office.

Section 5: Interpretation

1. Unless stated otherwise, the term "student" refers to a person enrolled at Queen's University, who qualified for membership in the Alma Mater Society as defined by the Constitution and who has paid the full slate of mandatory fees in the year they are nominated for an award.
2. Unless stated otherwise, students are eligible to become recipients of more than one award, grant or bursary in any given academic year. However, students may only receive any given award once. In other words, becoming a recipient for an award, grant or bursary does not disqualify a student's application or nomination for another award, grant or bursary.
3. Unless stated otherwise, all awards will be presented at the Annual Awards Gala by the Executive or Commissioner on the Selection Committee. Where possible, the name(s) of all awardees will be made public and added to a plaque to be displayed in the AMS offices, website and social media. As such, unless stated otherwise, all award selections must be complete by April 1st of each academic year.

4. Unless stated otherwise, marketing for these grants must go out on AMS social media no later than one week before the opening of the nomination period each semester.
5. All awards, grants and bursaries the information provided in the nominations and applications will form the backbone of the information to be used by the Committee in making their decision. The Selection Criteria may offer further guidance on the selection, but regardless, nominations and applications will be assessed holistically.

Part B: Executive Awards Selection Committee

Section 1: Alma Mater Society Staff Award

1. **Purpose and Description**
 - a. The purpose of this award shall be to recognize staff members employed by Queen's University who consistently provide outstanding contributions, directly or indirectly, to the learning and working environment at Queen's University at a level significantly beyond what is usually expected.
2. **Eligibility Requirements**
 - a. All Queen's University staff members, full-time or part-time who are employed on a continuing basis or on a term contract for twelve months or more shall be eligible for nomination. Occasional part-time or term employees may be eligible if their aggregate service exceeds one year. Any staff member employed by Queen's in the last twelve months shall be eligible to receive this award.
 - b. AMS permanent staff members are not eligible for this award.
3. **Nomination Procedure**
 - a. Two students must make a nomination, and any member of the Queen's Community may submit supporting nominations with a maximum of five (5) letters of support by submitted letting that do not exceed 1500 words.
4. **Selection Committee:**
 - a. Selection will be made by the Executive Awards Selection Committee.
5. **Timeline:**
 - a. Nominations will be accepted during the Winter Awards Period.
6. **Consideration and Selection Criteria**
 - a. The Committee will assess nominations holistically, and the nomination letters will form the basis of information considered by the Committee. The Committee will consider:
 - i. Nature and type of contribution significantly beyond what is usually expected.

- ii. Breadth of impact over and above what is usually expected including activities outside specific job responsibilities.
- iii. Evidence of initiatives to develop professional skills.
- iv. Strength, and range of nominations.
- v. Length of service and contribute to Queen's University.

7. Further Notes

- a. A maximum of two awards may be awarded in any academic year.
- b. Each recipient will receive a framed certificate to presented by the President.
- c. The AMS Staff Award winners are recognized at the Annual General Assembly.

Section 2: Alma Mater Society Letter Award

1. Purpose and Description

- a. To recognize a student who made an outstanding contribution to the Alma Mater Society and Queen's University in the year that the award is granted, and who holds a position (or positions) that otherwise would receive little appreciation or recognition.

2. Eligibility Requirements

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of their nomination.

3. Nomination Procedure

- a. Two students may make a nomination, and any member of the Queen's Community may submit supporting nominations with a maximum of three (3) letters of support. Nomination letters must not exceed 1500 words.

4. Selection Committee:

- a. Selection will be made by the Executive Awards Selection Committee.

5. Timeline:

- a. Nominations will be accepted during the Winter Awards Period.

6. Consideration and Selection Criteria

- a. Whether the nominee has initiated a new and interesting project(s) either independently or within a group(s)/organization(s) that furthered the mandate of the group.
- b. Whether the nominee has held a position that receives little recognition.
- c. Whether the nominee has fulfilled all obligations and responsibilities of membership to the group, as well as contributing above and beyond such specified responsibilities of the job description.

- d. Whether the nominee has demonstrated exceptional leadership ability and an ability to work well with colleagues.
- e. Whether the nominee has upheld the AMS Mission and Operating Statements.

7. Further Notes

- a. The value of this award is \$1000, which is deposited in the awardee's bank account following procedures of the Accounting Department of the AMS.
- b. A maximum of two awards may be granted each academic year.
- c. The AMS Letter Award winners are recognized at the Annual General Assembly.

Section 3: Peer Support Award

1. Purpose and Description

- a. The Peer Support Award celebrates students supporting students on campus. This award is granted each year to a student who has made a remarkable impact through supporting others and demonstrates a passion towards helping those around them. The student's contribution may be through engaging in peer-support roles at the University.

2. Eligibility Requirements

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of the nomination.

3. Nomination Procedure

- a. Two students may make a nomination, and any member of the Queen's Community may submit supporting nominations with a maximum of three (3) letters of support. Nomination letters must not exceed 1500 words.

4. Selection Committee:

- a. Selection will be made by the Executive Awards Selection Committee

5. Timeline

- a. Nominations will be accepted during the Winter Awards Period.

6. Consideration and Selection Criteria

- a. A student at the University that is greatly involved with peer support work will be evaluated on:
 - i. Length of contribution
 - ii. Contributions above and beyond what is expected

7. Further Notes

- a. Each recipient will be presented with a framed certificate by the Vice President of Operations.
- b. Names of the winners shall be published in suitable campus media.

- c. This award is administered by the Commission of Campus Affairs.

Section 4: Volunteer Awards

1. Purpose and Description

- a. The AMS Volunteer Awards recognize the contributions volunteers have made to the Alma Mater Society and Queen's University Community, without whom operations of the Alma Mater Society would not be possible. There are four awards available:
 - i. **Volunteer(s) of the Year – Camaraderie:** This volunteer is dedicated to improving the experiences of their fellow volunteers as well as their supervisor. Above all else they are a team player and contribute greatly to a positive working atmosphere through being a support and friend to all.
 - ii. **Volunteer(s) of the Year – Community:** This volunteer has made one of the largest impacts in the Queen's and/or Kingston community. They have done this within their own volunteer portfolio and by fostering and promoting AMS member engagement. Notably, they have acted responsibly and professionally as an AMS representative to the larger Queen's and/or Kingston community.
 - iii. **Volunteer(s) of the Year – Involvement:** This volunteer is known for going above and beyond what is required of them from their job description. This may mean reaching outside or attempting to reach outside of their portfolio for the better of their committee, their commission, and/or the AMS as a whole. This person completes tasks to the best of their abilities each and every time.
 - iv. **Most Outstanding and Impactful Event (or Project):** This group of volunteers is known for taking the initiative to ideate, plan, and execute an event or project that had a significant and positive impact by leveraging their role as a volunteer. This may include work of any scope, from work that positively benefits a particular group to work that is meant to have an impact on the wider Kingston community. The purpose of this award is to acknowledge the importance of collaborating to have a larger impact through meaningful programming.

2. Eligibility Requirements

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of the nomination.

- b. The student must be a volunteer at the AMS, in good standing.
- 3. **Nomination Process**
 - a. Two students may make a nomination, and any member of the Queen's Community may submit supporting nominations with a maximum of three (3) letters of support. Nomination letters must not exceed 1500 words.
- 4. **Selection Committee**
 - a. Selection will be made by the Executive Awards Selection Committee
- 5. **Timeline**
 - a. Nominations will be accepted during the Winter Awards Period.
- 6. **Considerations and Selection Criteria**
 - a. In making a selection, the committee will examine exemplary commitment to the volunteer role, successful completion of major events, and commitment to making an impact.
- 7. **Further Notes**
 - a. Multiple volunteers are eligible to receive a single award for collaborative work on a given project or initiative.
 - b. All award recipients will receive medals of recognition.
 - c. This award is administered by the Commission of Campus Affairs.

Part C: Teaching Award Selection Committee

Section 1: Frank Knox Award for Excellence in Teaching

- 1. **Purpose and Description**
 - a. The AMS has a responsibility to protect the interests of its constituents, and further, to recognize professors who have demonstrated an outstanding commitment to the education of students at Queen's University through excellent teaching. Therefore, the AMS shall annually honour such instructors by awarding to them the Frank Knox Award for Excellence in Teaching.
- 2. **Eligibility Requirements**
 - a. Any instructor is eligible to be nominated, regardless of level of appointment.
 - b. Any Queen's undergraduate student can submit a primary nomination. Any member of the Queen's Community may submit a secondary nomination.
- 3. **Nomination Procedure**
 - a. Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:
 - i. Why the instructor should be considered for the award
 - ii. How the instructor has demonstrated excellence

- iii. How the instructor has gone above-and-beyond expectations of supporting students
 - iv. Relevant information on the nominee and nominator
- b. At least one other completed nomination form in support of the nominated individual filled out by any other members of the Queen's Community.

4. Selection Committee:

- a. Selection will be made by the Teaching Awards Selection Committee

5. Timeline

- a. Nominations will be accepted during the Fall and Winter Awards Period.

6. Consideration and Selection Criteria

- a. Two awards shall be presented each year, with no emphasis on faculty-specific designation. That is, the main criterion in the selection process is teaching excellence and commitment to the educational experience of students at the University, regardless of the academic discipline of the instructor.
- b. The information provided in the nomination will form the basis of the information considered by the Committee in making their decision.
- c. A short evaluation form specifically designed to provide supplemental information useful in selecting an awardee will be distributed to a random sample of students in the class of each nominee. to receive non-premeditated responses from unbiased students
- d. Each of the Nominee's lectures will be attended by at least two members of the Committee so they can observe the instructor firsthand.
- e. The Committee may request to review and research past evaluation forms from departments or faculties. Where available, this data will also be taken into consideration.
- f. There should be no fixed detailed criteria or set of guidelines which should be followed in making a decision. This is because students are the best judge of the teaching quality to which they are subjected. In addition, such detailed criteria cannot be given in advance considering the variety of methods of instruction. Different factors should be weighed differently from case to case and from year to year as the Committee members deem appropriate. The weighting used however should aim to provide measure of the overall commitment of the individual.
- g. Some broad guidelines in the selection of a winner:
 - i. Since the concept behind having an AMS Teaching Award is not to create a mere popularity contest, it is important that the Committee assesses the real learning which is taking place under the instructor.
 - ii. Is the instructor successful in challenging students to attain high level of scholarship?

7. Further Notes

- a. This award is administered by the Commission of External Affairs

Section 2: Christopher Knapper Award for Excellence in Teaching

1. Purpose and Description

- a. Description: Each year, the AMS presents an award honouring two teaching assistants who have demonstrated an outstanding commitment to the education of students of Queen's University. This award is named in honour of Christopher Knapper, the founding Director of the Instructional Development Centre (IDC). During his time as the Director of the IDC, Chris Knapper showed genuine concern about the needs of students and did a great job of furthering the educational environment at Queen's.
- b. Purpose: Teaching Assistants (TAs) contribute significantly to the educational experience and academic development of undergraduates. In addition to their teaching/tutorial duties, TAs are generally also assigned considerable marking duties, meaning they ultimately bear considerable responsibility for a student's final grade. This contribution has traditionally been overshadowed by the professor who teaches the course and thus has gone largely unrecognized. In selecting meritorious TAs for an award, the AMS seeks to confer deserving recognition on those who have demonstrated exception and excellence in the education of undergraduates. By rewarding excellence in teaching, it is hoped that this award will reflect the continuing efforts of the AMS to raise the profile of outstanding teaching, as it seeks to constructively monitor and enhance the undergraduate learning environment.

2. Eligibility Requirements

- a. Any person who is recognized as a *Teaching Assistant* by their department is eligible to be nominated.
- b. Any student can submit a primary nomination. Any member of the Queen's Community may submit a secondary nomination.

3. Nomination Procedure: Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:

- a. Why the TA should be considered for the award
- b. How has the TA demonstrated a genuine concern for students needs in learning
- c. How did the TA contribute to the educational experiences and academic achievements of undergraduates
- d. Relevant information on the nominee and nominator

- e. At least one other completed nomination form in support of the nominated individual filled out by any other members of the Queen's Community
- 4. **Selection Committee**
 - a. Selection will be made by the Teaching Awards Selection Committee
- 5. **Timeline**
 - a. Nominations will be accepted during the Fall and Winter Awards Period.
- 6. **Consideration and Selection Criteria**
 - a. Two awards shall be presented each year, with no emphasis on faculty-specific designation. That is, the main criterion in the selection process is teaching excellence and commitment to the educational experience of students at the University, regardless of the academic discipline of the teaching assistant.
 - b. The information provided in the nomination will form the basis of the information considered by the Committee in making their decision.
 - c. There should be no fixed detailed criteria or set of guidelines which should be followed in making a decision. This is because students are the best judge of the teaching quality to which they are subjected. In addition, such detailed criteria cannot be given in advance considering the variety of methods of instruction. Different factors should be weighed differently from case to case and from year to year as the Committee members deem appropriate. The weighting used however should aim to provide measure of the overall commitment of the individual.
 - d. Since the concept behind having an AMS Teaching Award is not to create a mere popularity contest, it is important that the Committee assesses the real learning support which is taking place.
- 7. **Further Notes**
 - a. Every awardee will receive the Teaching Assistance Certificate of Achievement, and a Letter of Commendation from the AMS Executive.
 - b. This award is administered by the Commission of External Affairs

Section 3: Undergraduate Research Mentorship Award

- 1. **Purpose and Description**
 - a. The Undergraduate Research Mentorship Award honors the contributions of instructors at Queen's University who have encouraged undergraduate research. This comes in many forms, such as thesis supervision, inquiry projects in the classroom, or supervising a capstone project. Awardees are recognized for their excellence in mentorship of undergraduate scholars through the personal support, professional support, intellectual support, and

support for Equity, Diversity, Indigeneity and Inclusion (EDII) they have offered.

2. Eligibility Requirements

- a. Any instructor is eligible to be nominated regardless of their level of appointment.
- b. Any Queen's undergraduate student can submit a primary nomination. Any member of the Queen's Community may submit a secondary nomination.

3. Nomination Procedure

- a. Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:
 - i. Why the nominee should be considered for the award
 - ii. How does the nominee exemplifies the mentorship pillars of
 - 1. Personal support
 - 2. Professional support
 - 3. Intellectual support
 - 4. Support of Equity, Diversity, Indigeneity and Inclusion?
 - iii. How the nominee demonstrates a genuine care and support for undergraduate researchers
 - iv. Any relevant information on the nominee and nominator

4. Selection Committee

- a. Selection will be made by the Teaching Awards Selection Committee.

5. Timeline

- a. Nominations will be accepted during the Fall and Winter Awards Period.

6. Consideration and Selection Criteria

- a. Two awards shall be presented each year, with no emphasis on faculty-specific designation. That is, the main criterion in the selection process is teaching excellence and commitment to the educational experience of students at the University, regardless of the academic discipline of the teaching assistant.
- b. The information provided in the nomination will form the basis of the information considered by the Committee in making their decision.
- c. Since the concept behind having an Teaching Award is not to create a mere popularity contest, it is important that the Committee assesses the real learning support which is taking place.

7. Further Notes

- a. This award is administered by the Commission of External Affairs

Part D: Club Advisory Committee

Section 1: Club Awards

1. Purpose and Description

- a. The Club Awards are designed to recognize three AMS-ratified clubs that have demonstrated measurable growth and whose initiative and dedication to the provision of the activities/services they provide constitutes a new contribution to the campus community. The awards are intended to recognize specific facets of club operation that merit recognition. The available awards shall be as follows:
 - i. **Club of the Year:** The Club of the Year Award is for the AMS-ratified club that exemplified the spirit of Queen's and the clubs community by performing at an exceptional level.
 - ii. **Best Club Event(s):** The Best Club Event(s) Award is to recognize a club who hosts events which provide an impact to the Queen's and/or Kingston community.
 - iii. **New Club of the Year:** The New Club of the Year Award is designed to recognize students who have undertaken the challenging task of starting a new club, have facilitated discernible growth in the club's visibility and membership, and have generally provided a new and valuable contribution to the Queen's and/or Kingston community.

2. Eligibility Requirements

- a. Club recipients must be AMS ratified, except for the New Club of the Year Award, which is only open to clubs ratified in the current academic year.
- b. All clubs must have a registered club bank account.
- c. No club may receive more than one (1) award in any given year. However, if an individual from an award-winning club is nominated, the individual is still eligible for the Jeffrey McCarthy Award.
- d. No club that has received sanctions from noncompliance with the *Club's Policy*, or that is on probation, been at fault for a case or is actively under investigation by Queen's University or the Judicial Affairs Office, for noncompliance with any other policy is eligible for award nominations.
- e. A club's executive may not nominate the respective club for awards.

3. Nomination Procedure

- a. Any student may nominate a club via the nomination form made available by the Club's Commission. The nomination form will prompt questions about:
 - i. The relationship of the student to the club being nominated.
 - ii. The reasons for the nomination, and how the club meets the criteria of the award they are being nominated for.

4. Selection Committee

- a. Selection Committee will be made of the Clubs Advisory Committee.

5. Timeline

- a. Nominations will be accepted during the Winter Awards Period.

6. Considerations and Selection Criteria

- a. The selection will be based on the award nomination packages, the assessment of the Commission of the Club, and any filed or documented external reports, articles, or media that reflect the club's activities and contributions of the given year.

7. Further Notes

- a. Each recipient club may have up to three representatives to receive the award at the AMS Awards Gala.
- b. The value of this award is \$250, which is deposited in the awardee's bank account following procedures of the Accounting Department of the AMS.
- c. The recipient club will have their name engraved on a plaque in the Club's Commission Office.

Section 2: Jeffrey McCarthy Award

1. Purpose and Description

- a. Jeffrey McCarthy Award for Outstanding Individual Contribution is an award which recognizes an individual who has made an important impact to the clubs community. Jeffrey McCarthy, Con-Ed '12, was a Queen's student who created Queen's Board Game Club, was the fourth Clubs Manager, created the Clubs Awards, and won an Agnes Benidickson Tricolour Award for his contribution to the Queen's community. The awardee may be a member or executive of a club and can be involved in multiple clubs, who is recognized for outstanding commitment to the clubs community and whose work would otherwise go unnoticed.

2. Eligibility Requirements

- a. Student recipients of the Jeffrey McCarthy Award must be nominated for contributions made to an AMS-ratified Club.
- b. Recipients of the Jeffrey McCarthy Award may be nominated by executive of any club. Further, a student does not lose their eligibility if the club in which the recipient is a member receives a club award.

3. Nomination Procedure

- a. Any student may nominate another student via the nomination form made available by the Club's Commission. The nomination form will prompt questions about:
 - i. The nominee's membership in various clubs, and the relationship of the student filling out the form to the nominee.
 - ii. How the nominee has demonstrated an outstanding contribution to clubs, and the reasons for the nomination.
- 4. **Selection Committee**
 - a. Selection Committee will be made of the Clubs Advisory Committee..
- 5. **Timeline**
 - a. Nominations will be accepted during the Winter Awards Period.
- 6. **Considerations and Selection Criteria**
 - a. The selection will be based on the submitted nomination package, and the demonstrated eligibility of the nominee with the description of the award.
- 7. **Further Notes**
 - a. The value of this award is \$250, which is deposited in the awardee's bank account following procedures of the Accounting Department of the AMS.
 - b. The names of awardees will be engraved on a plaque which hangs in the Club Commission office spaces.

Part E: Equity Advisory Committee

Section 1: Social Issues Commission Equity Awards

- 1. **Purpose:** The SIC Equity Awards consist of four awards as described below:
 - a. **Fostering Wellbeing in Equity Award** is awarded to a student leader for their commitment to improving the wellbeing of equity-deserving communities and building a culture of care and compassion.
 - b. **Innovation in Equity Award** is awarded to a student leader who has engaged in creative, innovative, or otherwise new/novel social justice or advocacy projects.
 - c. **Impact in Equity Award** is awarded to a student leader who has engaged in equity work to make a more inclusive, equitable, and safe environment on campus with sustainable and significant impact.
 - d. **Advocacy in Equity Awards** is awarded to a student leader who demonstrates bravery and/or challenges oppressive narratives, advocating for human rights, animals or the environment.
- 2. **Eligibility Requirements**

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of their nomination.
- b. Any student at the University may submit a nomination for themselves (self-nomination) or another student.

3. Nomination Procedure:

- a. Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:
 - i. The relationship of the person submitting the nomination to the nominee.
 - ii. The award(s) the nominee is being nominated for.
 - iii. The values that guide the nominees work, and their demonstrated passion for equity work.
 - iv. A history of the nominee's equity work at the University, and how their contributions supported the communities they served.
 - v. How the nominee grew from the experience and how it informs their present and future work.
- b. For self-nominations, nominees will be asked the following additional questions:
 - i. How being selected for the award furthers their capacity to engage in equity-work in the future.
- c. The nominee will be expected to provide the name and contact information of an individual(s) who can verify information provided.
- d. Optionally, the nomination may include media content (photos, videos, etc.) showcasing the work or works of the nominee as supporting pieces.

4. Selection Committee:

- a. The Selection Committee will include the following:
 - i. The Social Issues Commissioner External (Chair)
 - ii. Vice-President of University Affairs
 - iii. Three (3) voting members of Assembly who are appointed to the Equity Advisory Committee of Assembly
- b. In the event of a vacancy or conflicts of interest, substitutions for AMS employees will occur in the order outlined below:
 - i. Social Issues Commissioner (Internal)
 - ii. Another supervisor in the Social Issues Commission.
 - iii. Another AMS Commissioner

5. Timeline

- a. Nominations will be accepted during the Winter Awards Period.

6. Considerations and Selection Criteria

- a. The information provided in the nomination(s) will form the backbone of the information to be used by the Committee in making their decision, the Selection Committee will generally look for:
 - i. How the student has served the community of the University.
 - ii. The impact of the students work on promoting human rights on campus.
 - iii. How the work done by the nominee satisfies the purpose of the award they're being nominated for.
- b. The Committee will additionally consider the following criteria for each of the awards:
 - i. **Fostering Wellbeing in Equity:** How the work done by the nominee helped build a safe space for equity-seeking students, and how it improved the well-being of said students.
 - ii. **Innovation in Equity:** How the work done by the nominee showcases creativity, novelty or innovation in social justice advocacy.
 - iii. **Impact in Equity:** How the work done by the nominee impacted on-campus culture, and what positive changes it drove in making the Queen's Community more inclusive.
 - iv. **Advocacy in Equity:** How the work done by the nominee showcased resilience and leadership, how it inspired others and how it furthered the discussion on achieving social justice on campus.

7. Further notes regarding this award are as follows

- a. All marketing regarding this bursary must be created with accessibility in mind, and follow accessible standards including captioning of videos, and text descriptions of graphics.
- b. The value of each award is \$1000, which is deposited in the bank account of the awardee's bank account following procedures of the Accounting Department of the AMS.
- c. The award will be presented by both or either SIC or the VPUA at the annual AMS Gala. The names of the recipient will be added to a plaque to be displayed in the AMS office.

Section 2: Seven Grandfather Teachings Award

1. **Purpose and Description:** The 7 Grandfather Teaching Award is an award given annually to two Indigenous student who have shown leadership and initiative at Queen's in the areas of anti-oppression and, Indigenization or Decolonisation, with

the aim of creating a more just and inclusive campus environment. The Seven Grandfather Teachings, also known as the Seven Sacred Teachings, are traditional Indigenous teachings from the Anishinaabe (Ojibwe) and Haudenosaunee (Iroquois) peoples. Each teaching represents a fundamental value that guides a balanced and harmonious life. The teachings are as follows:

- a. **Wisdom (Nbwaakaawin/Skennen'kó:wa):** This teaching emphasizes the importance of seeking knowledge, understanding, and truth. It encourages individuals to use wisdom to make thoughtful and informed decisions in their lives and interactions with others.
- b. **Love (Zaagi'idiwin/Kaná:ta'):** Love is at the core of this teaching, focusing on compassion, empathy, and care for oneself and others. It encourages showing kindness, respect, and appreciation for the interconnectedness of all beings.
- c. **Respect (Mnaadendmowin/Iakotsistáhtha):** Respect teaches honoring oneself, others, and the environment. It emphasizes the value of treating all living things with dignity, recognizing the inherent worth and rights of each individual.
- d. **Bravery (Aakode'ewin/Tyotkáhron):** Bravery is about facing challenges, adversity, and fears with courage and integrity. It teaches standing up for what is right, even in difficult situations, and taking action with strength and determination.
- e. **Honesty (Gwekwaadiziwin/Kaná:ien):** This teaching stresses the importance of truthfulness, sincerity, and transparency. It encourages living authentically, being accountable for one's actions, and fostering trust in relationships.
- f. **Humility (Dbwaadendiziwin/Tioh:kwáre):** Humility teaches the value of modesty, self-awareness, and humility. It emphasizes recognizing one's strengths and limitations, listening to others with an open mind, and being willing to learn and grow.
- g. **Truth (Debwewin/Kawenninóntie'):** Truth is about living in alignment with one's values and principles. It emphasizes honesty, integrity, and authenticity in all aspects of life, fostering harmony and balance within oneself and the community.

These teachings are deeply rooted in Indigenous cultures and hold timeless wisdom that promotes individual well-being, community harmony, and environmental stewardship. They offer valuable guidance on how to live a meaningful and balanced life, fostering respect for oneself, others, and the world around us.

2. Eligibility Requirements

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of their nomination.
- b. Any student at the University may submit a nomination for themselves (self-nomination) or another student.
- c. The nominee must identify as Indigenous.
- d. Students may only be nominated once per academic year.

3. Nomination Procedure

- a. Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:
 - i. The relationship of the person submitting the nomination to the nominee (if applicable)
 - ii. Confirmation that the nominee meets eligibility criteria.
 - iii. The values that guide the nominee's work and demonstrated passion.
 - iv. A history of the nominee's equity work at the Queen's Community, and how their contributions supported the communities they served.
 - v. How the nominee grew from their experience(s) and how it informs their present and future work and understanding of anti-oppression.
- b. For self-nominations, nominees will be asked the following additional questions:
 - i. With your experience, what are the barriers as we discuss decolonization, and how the nominee would work to dismantle these.
 - ii. What do the Seven Grandfather Teachings mean to the nominee, and how they show up in their life.
 - iii. At least one (1) file upload, containing testimonial letters, expressing the impact of the work done by the nominee.
- c. For nominees nominated by peers, the following additional questions will be asked:
 - i. How has the nominee demonstrated a commitment to anti-racism and anti-oppression at Queen's, above and beyond the norm?
 - ii. Share examples of how the nominee has inspired others to get involved in anti-oppression work or social justice causes.
 - iii. What pushed you to nominate this individual for this award and how do they align with the Seven Grandfather Teachings?
- d. The nominee will be expected to provide the name and contact information of an individual(s) who can verify information provided.

- e. Optionally, the nomination may include media content (photos, videos, etc.) showcasing the work or works of the nominee as supporting pieces.

4. Selection Committee

- a. The Selection Committee will be made up of the following:
 - i. Social Issues Commissioner (External)
 - ii. Vice-President of University Affairs
 - iii. Indigenous Initiatives Coordinator
 - iv. Three (3) voting members of Assembly who are appointed to the Equity Advisory Committee of Assembly
- b. In the event of a vacancy or conflicts of interest, substitutions for AMS employees will occur in the order outlined below:
 - i. Social Issues Commissioner (Internal)
 - ii. Another supervisor in the Social Issues Commission.
 - iii. Another AMS commissioner
- c. The Selection Committee may also include representatives from the following, if shown interest:
 - i. Queen's Native Students Association
 - ii. Four Directions Indigenous Student Centre
 - iii. Queen's Office of Indigenous Initiatives
 - iv. An Indigenous community member
- d. At least one (1) member of the Committee must identify as Indigenous.
- e. At least two (2) members of the Committee must identify as people of colour.

5. Timeline

- a. Nominations will be accepted during the Winter Awards Period.

6. Considerations and Selection Criteria

- a. The information provided in the nomination(s) will form the backbone of the information to be used by the Committee in making their decision, the Selection Committee will generally look for:
 - i. How the student has served the community of the University.
 - ii. The impact of the student's work on raising awareness on, and addressing Indigenous issues, Decolonisation and Indigenisation
 - iii. How the work done by the nominee Honours the Seven Teachings
 - iv. How the work demonstrates inclusive leadership.
 - v. The perseverance to stay engaged and involved in promoting social justice beyond initial efforts.
- b. Nominees who have never received this award will be prioritized.

7. Further Notes

- a. All marketing regarding this bursary must be created with accessibility in mind, and follow accessible standards including captioning of videos, and text descriptions of graphics.
- b. The value of this award is \$1000, which is deposited in the awardee's bank account following procedures of the Accounting Department of the AMS.
- c. The award will be presented by either SIC or the VPUA at the annual AMS Gala. The names of the recipient will be added to a plaque to be displayed in the AMS office.

Section 3: Robert Sutherland Prize

1. Purpose and Description

- a. The Robert Sutherland Prize is awarded annually to two Black students who have shown leadership and initiative at Queen's University, in the areas of anti-racism and anti-oppression in the aim of creating a more inclusive campus environment.

2. Eligibility Requirements

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of their nomination.
- b. Any student at the University may submit a nomination for themselves (self-nomination) or another student.
- c. The nominee must identify as Black.
- d. Students may only be nominated once per academic year.

3. Nomination Procedure

- a. Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:
 - i. The relationship of the person submitting the nomination to the nominee.
 - ii. What values guide the nominee's work, and how they demonstrate passion for equity work (if applicable)
 - iii. How the nominee has demonstrated a commitment to anti-racism and anti-oppression at Queen's, above and beyond the norm.
 - iv. Examples of innovative approaches the nominee has used to address issues of oppression and discrimination.
 - v. How the nominee grew from the experience and how it informs their present and future work.

- vi. Examples of how the nominee has inspired others to get involved in anti-oppression work or social justice causes.
- b. For self-nominations, nominees will be asked the following additional information:
 - i. What the barriers as we discuss anti-Black racism are, and how the nominee would work to dismantle these.
 - ii. At least two file uploads, containing testimonial letters, expressing the impact of the work done by the nominee.
 - 1. At least one letter must be a non-student member of the Queen's Community. The letters must include the name, position, and contact information of the letter authors, and their relationships to the nominee.
 - iii. Who Robert Sutherland was and what he means to the nominee?
- c. The nominee will be expected to provide the name and contact information of an individual(s) who can verify information provided.
- d. Optionally, the nomination may include media content (photos, videos, etc.) showcasing the work or works of the nominee as supporting pieces.

4. **Selection Committee**

- a. The Selection Committee will include the following:
 - i. Social Issues Commissioner (External)
 - ii. Black Initiatives Coordinator
 - iii. A representative from the Committee towards Racial, Ethnic, and Cultural Inclusion ("REC")
 - iv. A representative from Queen's Black Clubs Caucus
 - v. Three (3) voting members of Assembly who are appointed to the Equity Advisory Committee of Assembly
- b. In the event of a vacancy or conflicts of interest, substitutions for AMS employees will occur by the order outlined below:
 - i. Social Issues Commissioner (Internal)
 - ii. Another supervisor in the Social Issues Commission.
 - iii. Another AMS Commissioner
- c. The Selection Committee may also include representatives from the following, if shown interest:
 - i. Yellow House Student Centre for Equity and Inclusion
- d. At least one (1) member of the Committee must identify as Black.
- e. At least two (2) members of the Committee must identify as people of colour.

5. **Timeline**

- a. Nominations will be accepted during the Winter Awards Period.
- 6. **Considerations and Selection Criteria**
 - a. The information provided in the nomination(s) will form the backbone of the information to be used by the Committee in making their decision, the Selection Committee will generally look for:
 - i. How the student has served the Queen's Community.
 - ii. The impact of the students works on raising awareness on and addressing anti-Black racism.
 - iii. How the nominee has continued to stay engaged and involved in promoting social justice beyond their initial efforts.
 - iv. How the work done by the nominee satisfies the purpose of the award.
 - b. Nominees who have never received this award will be prioritized.
- 7. **Further Notes**
 - a. All marketing regarding this bursary must be created with accessibility in mind, and follow accessible standards including captioning of videos, and text descriptions of graphics.
 - b. The value of this award is \$4000, which is deposited in the awardee's bank account following procedures of the Accounting Department of the AMS.
 - c. The award will be presented by either SIC or the VPUA at the annual AMS Gala. The names of the recipient will be added to a plaque to be displayed in the AMS office.

Part F: Other Awards

Section 1: Environmental Champion Award

- 1. **Purpose and Description**
 - a. The Environmental Champion Award seeks to recognize an Alma Mater Society member for their outstanding contributions in areas pertaining to environmental and/or climate activism, justice, and organizing in the Kingston and Queen's Community.
- 2. **Eligibility Requirements**
 - a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of their nomination.
 - b. Any student at the University may submit a nomination for themselves (self-nomination).

- a. Nominees should demonstrate significant, extensive, and demonstrably impactful degrees of leadership, effort, and innovation in activities pertaining to environmental or climate activism, justice, innovation, and organizing in the Kingston and Queen's Community.

3. Nomination Process

- a. The nominee will be expected to provide the name and contact information of an individual(s) who can verify their involvement in environmental or climate activism, justice, and organizing.
- b. Nomination information packages will be available for students to nominate for the next award selection cycle, and will include:
 - i. Why are you passionate about environmental and/or climate organizing, activism, and justice? What values and principles guide your work?
 - ii. Describe your involvement with environmental and/or climate organizing, activism, and justice on and/or off campus.
 - iii. How has being involved in this work impacted the Queen's Community? How has it impacted you personally and fostered internal growth and learning?
 - iv. Optional question: If you would like to attach your CV to further outline your contributions to the Queen's Community, please do so here.

4. Selection Committee

- a. The Selection Committee will be made by the Sustainability Advisory Committee.

5. Timeline

- a. Nominations will be accepted during the Winter Awards Period.

6. Considerations and Selection Criteria

- a. Preference will be given to nominees that have completed, or are working on, environmental or climate initiatives that have or will have major tangible impacts or meet significant unmet needs in Queen's and in Kingston.
- b. Preference will be given to nominees who demonstrate a high degree of creativity and innovation, with an emphasis on changing the 'culture' towards environmental stewardship.
- c. Preference will be given to nominees who have demonstrated strong leadership and collaboration abilities.

- d. Preference will be given to nominees who have demonstrated a commitment to addressing environmental and climate issues in a holistic and intersectional manner.
- e. Additionally, the Selection Committee will look for the following:
 - i. Collaboration, leadership, and communication skills
 - ii. Consistent and long-term dedication to environmental causes and principles
 - iii. Service ethic and character
 - iv. Innovation, creativity, and original thinking abilities
 - v. A holistic and intersectional understanding of sustainability and environmental/climate justice, including the needs of equity-deserving communities
- f. Demonstrated impact on the Queen's Community
- g. Demonstrated impact on oneself through personal growth, insight, and experience gained.

7. Further Notes

- a. The value of this award is \$500, which is deposited in the awardee's bank account following procedures of the Accounting Department of the AMS.
- b. The names of the recipient will be added to a plaque to be displayed in the AMS office.

Section 2: Civic Responsibility Award

1. Purpose and Description

- a. The Civic Responsibility Award is given to a student at the University who has significantly contributed to the Kingston community. The student's contribution may be through volunteering with one or more Kingston organizations or with a student group that performs volunteer work in Kingston.

2. Eligibility Requirements

- a. Any undergraduate student at the University who has paid their AMS membership fee is eligible for nomination.
- b. Any student, faculty member or Kingston resident can submit a nomination.

3. Nomination Procedure

- a. Any Queen's and Kingston community member can submit a nomination.
- b. Nomination information packages will be available for students to nominate for the next award selection cycle.
- c. The nomination form shall include the following:

- i. The student general contact information and nominators general contact information
- ii. Why the student should be considered for the award
- iii. What the students volunteer experience and contributions are for that year
- iv. How they demonstrate a passion for helping the community
- v. How they help influence others to be more civically involved

4. Selection Committee

- a. Selection will be made by the Committee on External Alignment.

5. Timeline

- a. Nominations will be accepted during the Winter Awards Period.

6. Consideration and Selection Criteria

- a. The information provided in the nomination(s) will form the backbone of the information to be used by the Committee in making their decision.
- b. Up to a maximum of three awards shall be presented each year. The main criterion in the selection process civic responsibility and contribution to the community in Kingston.
- c. Volunteer commitments may not be a requirement for the student's academic program.
- d. There should be no fixed detailed criteria or set of guidelines which should be followed in making a decision. This is because community members are the best judge of the civic responsibility to which they are exercising. In addition, such detailed criteria cannot be given in advance considering the variety of methods of civic responsibility. Different factors should be weighed differently from case to case and from year to year as the Committee members deem appropriate. The weighting used, however, should aim to provide measure of the overall commitment of the individual and not conflict with this policy.

7. Further Notes

- a. Each winner will be presented with a \$2,500 award and trophy.

Monitoring

Overall compliance with this policy will be monitored by the Secretary of Internal Affairs, who must ensure that the awards process is being facilitated on a yearly basis, and Committees fulfill their mandates. The Chief Governance Officer is delegated the authority to enforce this policy before, during and after award selection committee meetings to ensure compliance with this policy and uphold principles of procedural fairness. The Vice-President of University Affairs is responsible for ensuring that funds are allocated and included in the operational plans of commissions and other budgets as appropriate. A review of this policy should occur on a yearly basis in the summer to ensure that the policy reflects current or intended practices.

Contact person	<i>Chief Governance Officer</i>
Date of next review	<i>May 2025</i>
Related policies, procedures and guidelines	<i>Appointment Policy</i>
Policies superseded by this policy	<i>Procedures Policy</i>