



PACIFIC COAST UNIVERSITY  
FOR WORKPLACE HEALTH SCIENCES

## Granting Lifetime Achievement Award – Policy 214

### *Policy Statement*

Recognition of outstanding achievement and contributions to the community is an integral part of the concept and role of a university. Pacific Coast University for Workplace Health Sciences will bestow lifetime achievement awards on qualified volunteers who meet the following criteria.

### Criteria

Long term service and volunteer commitment to Pacific Coast University for Workplace Health Sciences; Long term service and volunteer commitment to Pacific Coast University for Workplace Health Sciences by Alumni of the certificate, diploma or degree programs of NIDMAR or the University; or Long term commitment to the principles of Pacific Coast University for Workplace Health Sciences as articulated in the University mission statement and values.

### *Procedures:*

#### Selection Process

The selection will be determined by the Executive Committee of the Academic Council plus the President as Chair of the Honorary Degree and Special Honours Committee. The Executive Committee of the Academic Council is composed of: the Vice-President Academic, four Academic Members, one Labour Representative, one Employer Representative, and the University Registrar.

#### Shortlisting of Candidates

The Honorary Degree and Special Honours Committee shall meet in camera on or before October 15 of each year for the purpose of updating and reviewing its existing file of potential candidates. Those nominations deemed to be worthy of further consideration shall be added to the list of potential lifetime achievement award recipients. The data collected on those nominees considered unacceptable shall be destroyed. A maximum of three potential candidates may be carried on file to the next year.

The Honorary Degree and Special Honours Committee normally selects no more than one individual, upon whom it determines to confer a lifetime honorary achievement award to be announced at Convocation.

#### Final Determination of the Candidates

The Honorary Degree and Special Honours Committee will vote on candidates and the majority of positive votes will be deemed to be accepted for lifetime achievement awards.

#### Nomination Procedures

Nominations shall be submitted according to the process outlined below. A closing date for receipt of nominations will be set as September 30.

#### Call for Nominations

An annual call for nominations will be placed on the University website every September 1. The call for nominations will also be circulated to the Board of Governors, Academic Council and International Research Advisory Council.

#### Directions for the call for nominations will be circulated with the following message:

Nominations for a Lifetime Achievement Award should be made in the form of a letter of nomination. The letter should stipulate the reasons for the nomination, including the achievements of the individual who is



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being nominated, how these achievements fit with the ideals and scope of the University, and the criteria outlined for the awarding of Lifetime Achievement Awards in this policy. The nomination letter should be accompanied by:

1. Letters of support for the nomination (minimally, two letters).
2. A recent resume or curriculum vitae of the nominee.
3. Current contact information of the nominator

Nominations are submitted to the Office of the President at Pacific Coast University for Workplace Health Sciences to the attention of the President, Chair of the Honorary Degree and Special Honours Committee.

*Approvals and Responsibility*

Approved by: Board of Governors, December 17, 2015  
Responsibility: President

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