

## **INGRID SPEAKER MEDAL FOR DISTINGUISHED RESEARCH, SCHOLARSHIP, OR PERFORMANCE ENDOWMENT**

The Ingrid Speaker Medal for Distinguished Research, Scholarship, or Performance was established at The University of Lethbridge in December, 1994 by Chancellor Ingrid Speaker under the auspices of the President. The medal is in recognition of the central importance of research, scholarship and performance to the philosophy and goals of The University of Lethbridge and to provide recognition to those members of the academic staff who excel in these areas. The award is open to all full and part-time members of the academic staff currently employed at The University of Lethbridge, or in the case of retired academic staff members, to those who have a contract agreement with the University.

### **Terms of Reference**

The Ingrid Speaker Medal Endowment is an endowment fund to award medals for distinguished research, scholarship, or performance by a member of the academic staff. The medal may be awarded at Convocation in the Spring or Fall. A selection committee will annually call for and review nominations, from among nominees provided by members of the university community, and select the recipient. The recipient's name will be included in a list of medal recipients to be published in the University Calendar. The award need not be made if there is no suitable candidate.

### **Criteria for the Evaluation of Excellence in Research, Scholarship, or Performance**

For the purposes of this document the word **research** will be used to describe the activities of research, scholarship, and performance. The three main criteria used for the Committee's assessment of the nominees are:

- (a) The quality of the research.
- (b) The impact of the research on the advancement of the field, both nationally and internationally.
- (c) The distinction which the research has brought to The University of Lethbridge.

### **Nomination Procedures**

1. Nominations of a member of the academic staff (faculty, academic assistants, and professional librarians) may be made by any member of the university community. The permission of the nominee should be obtained prior to making the nomination. Nomination forms are available from the Office of the President.
2. The nominator is expected to provide a current curriculum vitae of the nominee, written comment on the nominee's research activity in relation to the required criteria, and to obtain additional supporting comments regarding the nominee's research from one local member of the academic community and three external to the University of Lethbridge but with no close collegial or trainee link to the nominee. As the Committee will accept only the nominee's curriculum vitae, the nominator's letter, and four (4) additional letters as part of the formal nomination materials, it is the nominator's responsibility to ensure that:
  - (a) all of the letters speak to the required criteria
  - (b) all letters and the curriculum vitae are submitted as one package to the Office of the President

3. The complete set of nomination materials should be delivered in a sealed envelope to the Office of the President within the prescribed deadline date and addressed, Attention: Ingrid Speaker Medal for Research, Scholarship, or Performance. The deadline for receipt of nominations is **noon, WEDNESDAY, FEBRUARY 29, 2012**. Nominations which are incomplete as of this deadline will be returned to the nominator.

### **Selection Committee**

Members of the Selection Committee for the Ingrid Speaker Medal for Research, Scholarship, or Performance are appointed by the President and normally shall consist of:

Four (4) members of the academic staff, chosen by the President to represent a broad range of disciplinary interests

Two (2) students, appointed by the Students' Union

One (1) member of Senate, selected by the University Senate

One (1) member of the Alumni Association, selected by the Alumni Association

To provide continuity, members are initially assigned to either a one-, two-, or three-year terms. Subsequently, membership, which is staggered, is normally for a three-year term.

### **Committee Action Following Nomination**

Following receipt of the nominating materials, the Selection Committee seeks consent from the nominees to allow their names to stand for consideration of an award.

Nomination materials are retained for a period of **two** years from date of receipt, and are included in all deliberations during that two-year-period. Thus, once nominated, a member of the academic staff is automatically considered for an award in each of two years provided that the member retains a position at the University. Additional materials may be submitted by the nominee at any time during the two-year period.

Further, the Committee will invite nominators, if they choose, to replace a previous year's original nomination package if additional information has since become available that strengthens the nominee's case.

Finally, the Committee carefully reviews each nomination in respect to the Awards criteria and through a fair process, selects the most worthy candidate(s). **Usually, the Committee selects one nominee to receive the award.**