

2019 Valedictorian Information Package

The information and nomination form included within this package is for the Spring Convocation only. Please follow the information carefully.

This Valedictorian Package includes:

- General Guidelines
- Timeline
- Definitions of Eligible Nominators and Secondary Nominators
- Application Package Requirements
- Structure of Selection Committee
- Selection Components
- Nomination Form

General Guidelines:

1. Full and part-time undergraduate and graduate students, who have a minimum cumulative grade point average of 3.33 (B+), are in good academic standing, and have no outstanding fees, are eligible to become the Valedictorian of their graduating class.
2. One Valedictorian will be selected from each academic college, the College of Arts, Social and Health Sciences (CASHS) and the College of Science and Management (CSAM).
3. Valedictorians will represent all graduating students from their college and give an address at their respective Convocation Ceremony.
4. For questions about this Information Package and Nomination Form contact, Ceremonies and Protocol Officer (Convocation Office) at convocation@unbc.ca or 250-960-6304.
5. Only one nomination package accepted per nominated student.

ALL NOMINATIONS ARE DUE BY:

FRIDAY FEBRUARY 22, 2019 AT 4:00PM

CONVOCATION OFFICE – AGORA 7-154 PRINCE GEORGE CAMPUS

Timeline:

Friday, January 18, 2019	Nomination Period Opens. Information Packages and Nomination Forms are available from: the Convocation Office and online at www.unbc.ca/convocation
Friday, February 22, 2019	Completed Nomination Packages must be submitted by 4:00pm to the Convocation Office – Room 7-154 in the Agora Building of the Prince George Campus. Late nominations will not be accepted.
Feb. 22 – Mar. 28, 2019	Review of nominations and interviews with candidates will commence during this time.
Tuesday, April 2, 2019	All candidates will be contacted with the results on or before this date. Note: Successful candidates are notified on a provisional basis and formally approved once final grades are confirmed. All final decisions will be forwarded to the Office of the Registrar, the Office of University Advancement, NUGSS, NBCGSS, and other appropriate campus offices.

Eligible Primary Nominators (1 Total):

Any student graduating during the 2019 Convocation Ceremony is eligible to nominate a fellow student who is also graduating during the 2019 Convocation Ceremony.

Eligible Secondary Nominators (2 Total):

- a) Any graduating student
- b) Dean, Associate Dean, or Chair of a program
- c) Any Faculty member
- d) Any Staff member

SELECTION COMMITTEE MEMBERS ARE UNABLE TO NOMINATE STUDENTS FOR VALEDICTORIAN

Nomination Package Requirements:

Nominees must submit the following with their nomination:

1. **One** nomination form (last page of this information package).
2. **One** letter in a sealed envelope (maximum 500 words, one page) from the primary nominator outlining why they chose to nominate this individual to serve as Valedictorian.
3. **One** letter (maximum 500 words, one page) from the nominee outlining their:
 - a. Participation at UNBC
 - b. Participation in the Community
 - c. Practical Experience in Field of Study
 - d. Leadership Roles
 - e. Connection to Northern BC

4. **One** curriculum vitae or resume.
5. **Two** letters of reference in sealed envelopes: one must be from an academic source and one must be from a work or volunteer based source.
 - a. If applicable, either of these letters may be written by a secondary nominator.

Do not to include any other materials, as they will be removed from the nomination package. Students are not required to submit a copy of their transcript. The Office of the Registrar will complete verification of the nominee's cumulative grade point average.

Structure of the Selection Committee:

The Selection Committee shall be comprised of:

- Two undergraduate students appointed by the Northern Undergraduate Student Society (NUGSS), one from CASHS and one from CSAM
- Two graduate students appointed by the Northern BC Graduate Student Society (GSS), one from CASHS and one from CSAM
- One alumni representative appointed by the Alumni Council of UNBC, from either CASHS or CSAM

Nominee Selection Components:

The Selection Committee will focus on the following three areas:

Personal Merit (as shown in the nominee's resume, nomination letter and any letters of reference) This focus area is broken into five (5) sections.

1. Service at UNBC
2. Service in the Community
3. Practical Experience in Field of Study
4. Leadership Roles
5. Connection to Northern BC (hometown, high school, academic focus, summer employment, employment after graduation)

Referee Comments: Selection committee members are asked to consider the comments of the nominees' referees.

Interview/Presentation: At least two nominees in each college, with the highest scores in personal merit and referee comments combined, will be invited to interview with the selection committee. The selection committee sets questions for the interview in collaboration with the Ceremonies and Protocol Officer and each nominee will be asked the same questions. The committee will be advised to ask questions that will focus on the nominees' experiences at UNBC and their contribution to the University.

During the interview, candidates will be required to present a rough outline of the topics they would speak about in their Convocation address. Nominees will be assessed on their tone and ability to answer the questions of the committee in a clear and concise manner.

Contact:

Please email convocation@unbc.ca or call 250-960-6304 for all inquiries about nomination process.