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- I. The Office of the Rector, being the third Officer of the University, shall be referred to as the Rector.
- II. Queen's University shall be referred to as the University.
- III. The Alma Mater Society shall be referred to as the AMS.
- IV. The Society of Graduate and Professional Students shall be referred to as the SGPS.
- V. The Agnes Benidickson Tricolour Award shall be referred to as the Tricolour Award or ABTA.
- VI. The Agnes Benidickson Tricolour Award Selection Committee shall be referred to as the ABTASC.
- VII. The term "nominee" shall refer to any Queen's student who is successfully nominated by their peers in accordance with these terms of reference for the Agnes Benidickson Tricolour Award.
- VIII.

- VI. As the Chair of the ABTASC, the Rector (or delegate) shall not be eligible to be nominated while they hold office.
 - i. In the event of a ABTASC member being nominated, they must relinquish their position on the committee to a delegate, as appointed by the ABTASC, for their nomination to proceed.

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- II. The nomination package will consist of a nomination form and letters of support and must be complete for an individual to be eligible. The package will be submitted electronically to the Office of the Rector through the online nomination portal.
- III. Each nomination must have a completed nominee information form with a primary and secondary nominator, both of whom must be current students.
- IV. Letters of support must accompany the nomination form. No less than three (3) and no more than five (5) letters of support are permitted. Letters should include the nominee's name and describe the nominee's contribution(s) to and impact at Queen's University.
 - i. These may be authored by those who can directly speak to the exemplary contribution a nominee has made, i.e., faculty, staff, student, community member, etc.
 - ii. Letters of support may be co-authored and/or co-signed.
 - iii. Letters must include the name, faculty, role/function, and contact information of submitter.
- V. Upon receiving nomination packages, the Office of the Rector will confirm acceptance of the nomination and request any additional information (CV, list of extracurriculars, contact info, etc.).

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- I. The Rector (or delegate) serves as the Chair, and non-voting member, of the Agnes Benidickson Tricolour Award Selection Committee (ABTASC).
- II. Using the information provided in the nomination package, the ABTASC will select no more than 10 nominees to interview. Once the successful nominees are chosen to progress to the interview stage, the Office of the Rector will inform all candidates of the status of their nomination and will invite the selected group to schedule interview times.

- III. Interviews will be held in-person, unless otherwise stated.

At the beginning of the interview the Chair shall:

- I. Facilitate a round of introductions.
- II. State that everyone interviewed will be asked the same core set of questions and that follow-up questions may differ between candidates.

At the conclusion of the interview the Chair shall provide the nominee an opportunity to:

- I. Ask any questions or offer comments.
- II. State when and how the nominee prefers to be notified regarding the decision of the ABTASC.
- III. State that the nominee may direct any questions or concerns relating to the selection process to the Office of the Rector (or delegate).

Interview procedure for the ABTASC is as follows:

- I. Each member of the ABTASC shall complete a written evaluation of the applicant while the interview is taking place. These documents shall be kept confidential and stored with the Office of the Rector. 52

Decision of the Tricolour Awards Selection Committee are **dg** .

