



LIFETIME ACHIEVEMENT AWARD POLICY

Policy Sponsor:	Provost & Vice-President (Academic)	First Approved:	14 OCTOBER 2025
Primary Contact:	Secretary of Senate	Last Updated:	
Approved by:	Senate	Review Scheduled:	

1. PURPOSE

The Brandon University Lifetime Achievement Award formally recognizes outstanding individuals who have demonstrated sustained service and commitment to Brandon University, making long-term impact in alignment with the University's values, mission, and legacy.

2. SCOPE

This policy encompasses individuals nominated for the Lifetime Achievement Award, those nominating individuals for Lifetime Achievement Award consideration, as well as those involved in Lifetime Achievement Award selection processes.

3. DEFINITIONS

Recommendation Committee: The Executive Committee of Senate serves as the Recommendation Committee, submitting one Lifetime Achievement Award nominee to the Senate for final approval.

4. POLICY

4.1. Number of Awards

A maximum of one award will be presented annually at a formal University Convocation ceremony.

4.2. Eligibility

To be eligible for nomination for the Lifetime Achievement Award, an individual must have made significant, sustained, and noteworthy contributions to Brandon University for at least 10 cumulative years.

Current faculty and staff members (including current adjunct faculty), current members of the Board of Governors, the Senate, or the Brandon University Foundation, and current elected members of government (municipal, provincial, or federal) are not eligible for Lifetime Achievement Award nomination.

This document is available in PDF format on the Brandon University website. This document can be obtained in alternative formats from the Office of the President, Room 116 Clark Hall.

Where all other factors are comparable, preference is extended to alumni of the University.

4.3. Nomination

Normally, nominations of individuals to be considered for the Lifetime Achievement Award shall be received once each year by the Executive Committee of the Senate of Brandon University, serving as the Recommendation Committee. Nominations shall be submitted on the approved Lifetime Achievement Award Nomination form. Nominations are accepted from current faculty, staff, and students, retired faculty and staff, and alumni of Brandon University.

Posthumous nominations will not be accepted.

Normally, an appeal for nominations shall be made by the Senate Office on or about June 5th of each year, with a second call for nominations issued on or about September 10th as a reminder. A closing date for receipt of nominations will be set as October 15th, or where October 15th falls on a weekend, the next business day.

Nominations shall be submitted in confidence and, therefore, shall not normally be discussed with the nominee.

4.4. Selection

The Recommendation Committee shall meet in camera on or before November 21st 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.

From among the potential candidates, the Recommendation Committee may select and submit to the Senate, normally in December, one individual to whom it recommends that the Senate grant the Lifetime Achievement Award.

Final selection of the Lifetime Achievement Award recipient is the responsibility of the full Senate in closed session and will be made by secret ballot, normally at the December Senate meeting, with approval requiring at least a 2/3 majority of those present and voting.

4.5. Confidentiality

All information pertaining to nominees shall be considered in strictest confidence by the Recommendation Committee and the Senate. Complete information about any nominee recommended by the Recommendation Committee shall be made available in confidence by the Senate Office to members of the Senate at least 96 hours before any meeting held to consider such nominations. Such information shall be kept confidential and considered by the Senate in camera.

4.6. Recipient Notification

The President, as Chair of Senate, shall notify the selected Lifetime Achievement Award recipient as soon as possible following the decision of the Senate and will confirm their willingness to accept the award.

4.7. Revocation of Lifetime Achievement Award

Lifetime Achievement Awards may be rescinded by the Senate, on the recommendation of the Recommendation Committee, if a Lifetime Achievement Award recipient engages in actions seriously injurious to the reputation of Brandon University. Such a revocation must be recommended to the Senate by at least a 2/3 majority vote of the Recommendation Committee.

5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President Academic
- **Primary Contact:** Secretary of Senate
- **Approval Authority:** Senate

6. RELEVANT LEGISLATION

None

7. RELATED POLICY DOCUMENTS

Honorary Degree Policy