

Bow Valley College Alumni Awards

Nomination and Selection Process Framework

Purpose

The Bow Valley College Alumni Awards Program celebrates alumni whose achievements reflect the College's mission of applied learning, career relevance and community impact. The program is designed to celebrate alumni achievement, strengthen the College's connection to the alumni community, and build a lasting tradition of alumni recognition.

Scope & Parameters

- The Bow Valley College Alumni Awards will be given annually in two categories: the Emerging Leader Alumni Award and the Alumni Excellence Award (*see Awards Categories* for full details).
- The program will be aligned with Bow Valley College's strategic priorities: *Launch · Advance · Evolve*.
- The nomination process, selection workflow and event celebration will adhere to principles of transparency, fairness, inclusivity, and institutional integrity.
- Nominations will remain eligible for consideration for up to two years.
- Recipients may become ambassadors for the College, participating in mentorship, storytelling or student-engagement activities.

Selection & Governance

- The Alumni Awards Selection Committee oversees evaluation and recommendation of honorees.
- A multi-stage review process ensures internal shortlisting, committee evaluation, executive endorsement and final approval.
- Due diligence and background checks will be conducted prior to public announcement of awardees.
- The program will include annual review and refinement of criteria and processes to ensure continued relevance and alignment with college values.

Guidelines

- All nomination materials must be complete, submitted on time, and follow the published format.
- Criteria and processes will be clearly communicated in nomination calls.
- The program's integrity will be maintained through confidentiality of deliberations and a declared conflict-of-interest policy for committee members.

Alumni Awards Categories

Award Category	Description	Selection Criteria	Number of Awards
Emerging Leader Alumni Award	This award recognizes recent alumni within 10 years of graduation, who are achieving early career success and momentum. These graduates exemplify leadership, innovation, and active community involvement, demonstrating the College's immediate impact in careers and communities.	<ul style="list-style-type: none"> ▪ Graduated within the last 10 years (2015-2025) of the award nomination date ▪ Notable early-career achievements ▪ Leadership, innovation, community engagement ▪ Clear connection to BVC education 	Up to two awards per year
Award Category	Description	Selection Criteria	Number of Awards
Alumni Excellence Award	This award honours alumni with enduring career achievements and a proven record of community leadership. These graduates combine career excellence with community leadership, embodying the College's values of professional and civic impact.	<ul style="list-style-type: none"> ▪ Graduated at least 10 years ago ▪ Sustained professional distinction ▪ Significant community contributions ▪ Mentorship or support of future professionals ▪ Clear BVC influence on their career path 	Up to two awards per year

Nominations

Eligibility

- Nominees must have earned a certificate or diploma from Bow Valley College
- Current members of the Bow Valley College Alumni Awards Selection Committee are not eligible.
- Faculty and staff are eligible if they are Bow Valley College alumni; however, their contributions should be above and beyond those expected in their normal duties.
- Alumni currently holding public office are not eligible for nomination.
- Anonymous and self-nominations will not be accepted.
- An eligible candidate will be automatically reconsidered for two additional years, provided their eligibility status remains unchanged.
- Recipients selected to receive an award must attend the presentation ceremony, except in rare circumstances (posthumous award, unexpected illness or emergency). If the candidate is unable to attend, a designate may be assigned to receive the award on their behalf.

Nomination Format and Submission

- Nominations must be submitted through the official form or link provided by the Bow Valley College Alumni Office.
- All applications must be received before the stated deadline; late submissions will not be considered.
- Alternate submission arrangements (e.g., accessibility accommodations) may be requested by contacting alumni@bowvalleycollege.ca.
- Nominations not selected will remain active for up to two years.
- Nominators may update and resubmit materials annually during that period.
- Nominations are confidential and candidates are not notified by Bow Valley College of their nomination unless they are selected as an award recipient.

Nomination and Selection Review Process

- All submissions will be reviewed and shortlisted by an internal panel from the Fund Development and Alumni Engagement (FDAE), including the Manager, Fundraising & Alumni Engagement and the Lead, Alumni Engagement.
- The Alumni Awards Selection Committee will evaluate the shortlisted nominees using the approved scoring rubric and provide recommendations for each award category (see *Selection Committee* and *Evaluation Rubric*).
- Results of the selection process will be compiled and confirmed at the Alumni Awards Selection Committee meeting where shortlisted nominations are discussed. The Selection Committee will present their top choice plus alternate in each category. If less than two qualified candidates are identified through the nominating process the committee reserves the right to put one or no candidates forward.
- The Vice President (External Engagement) will review the Committee's recommendations and will give the final approval of the award recipients.

Notification and Presentation

- Alumni Award recipients will be notified by phone or in writing by the Director, Fund Development and Alumni Engagement. The Bow Valley College Alumni Office will follow up to confirm next steps with honorees.
- Nominators will be informed once recipients accept the award.
- The Bow Valley College Alumni Awards will be presented at a yearly celebration, with the specific date and format determined annually.
- If a recipient declines, the Selection Committee reserves the right to select an alternate recipient or withhold the award that year.

Selection Committee

The Alumni Awards Selection Committee is responsible for reviewing nominations, evaluating candidates against established criteria, and participating in strategic discussions regarding the overall selection process.

Committee Composition

The Alumni Awards Selection Committee shall consist of up to eight (8) members. The Committee will include a cross-section of representatives who reflect Bow Valley College's diverse community:

- One student representative from SABVC Leadership
- One faculty member
- One staff member
- One representative from the Iniikokaan Centre
- One Dean or Director (academic or administrative)
- Director, Fund Development and Alumni Engagement
- Lead, Alumni Engagement – *Ex-officio*
- Manager, Fundraising and Alumni Engagement – *Ex-officio*

Note: Following the program's inaugural year (2026), the Selection Committee will be restructured to include alumni representation, including recipients of the Alumni Awards.

Approval Process

- The Director, Fund Development and Alumni Engagement (FDAE) will finalize the committee composition.
- Upon approval, members will receive an official letter of invitation outlining expectations, timelines, and confidentiality obligations.

Committee Roles and Responsibilities

Area	Responsibilities
Nomination Review	Evaluate nominees using approved criteria, considering the impact on Bow Valley College, professional accomplishments, and community engagement.
Selection Process	Collaboratively determine award recipients based on committee evaluations and recommendations.
Feedback and Refinement	Review and refine selection criteria and processes annually to ensure alignment with College values and diversity goals.
Post-Event Evaluation	Provide feedback on the overall awards process and ceremony to inform improvements for future years.

Bow Valley College Alumni Awards Evaluation Rubric

- This rubric guides how nominations will be evaluated by the Alumni Awards Selection Committee for both the **Emerging Leader Alumni Award** and the **Alumni Excellence Award**.
- Each nomination will be reviewed using the criteria below. Scores will be based on the evidence provided in the nomination form, supporting materials, and references.
- The Selection Committee will review top submissions to ensure representation across schools, programs, and communities before final recommendations are made.

Emerging Leader Alumni Award Evaluation Rubric

Recognizing alumni 10 years since graduation who demonstrate leadership, innovation, and community engagement — showcasing Bow Valley College's immediate impact in careers and communities.

Evaluation Criteria	Description	Scoring Scale (1–5)
Early Career Achievement and Innovation	Demonstrated success, creativity, or innovation within their profession or field since graduating from Bow Valley College.	1: Limited evidence of achievement 3: Strong professional progress or innovation 5: Exceptional early career success or innovation with measurable impact
Leadership and Community Involvement	Evidence of leadership, volunteerism, or contribution to community, industry, or professional associations.	1: Minimal involvement 3: Active participation in community or leadership roles 5: Demonstrated leadership with measurable positive impact
Connection to Bow Valley College Education	Clear demonstration of how their BVC education contributed to their career growth, values, or achievements.	1: Weak connection 3: Some reference to BVC's role 5: Strong and specific link between education and success
Inspiration and Future Potential	The degree to which the nominee embodies BVC's values and serves as an inspiration for current students and graduates.	1: Limited inspiration factor 3: Positive role model within their field 5: Highly inspiring figure representing BVC's mission and values

Alumni Excellence Award Evaluation Rubric

Recognizing alumni who have achieved sustained career excellence, leadership, and community impact — embodying Bow Valley College’s long-term influence and values.

Evaluation Criteria	Description	Scoring Scale (1–5)
Sustained Professional Excellence	Long-term career success, leadership, or innovation within their field, demonstrating professional distinction.	1: Limited or unclear evidence 3: Established success with peer or employer recognition 5: Highly distinguished career with regional, national, or global recognition
Community and Civic Contribution	Demonstrated commitment to community involvement, volunteerism, or social impact initiatives.	1: Limited contribution 3: Active community engagement 5: Significant, ongoing community leadership with clear outcomes
Mentorship and Leadership of Others	Evidence of supporting, mentoring, or inspiring others within their profession or community.	1: Minimal mentorship or influence 3: Some mentoring or leadership of peers 5: Strong record of mentorship and leadership beyond their immediate role
Connection to Bow Valley College	Clear evidence that their Bow Valley College education played a role in shaping their career and values.	1: Weak or implied connection 3: Clear acknowledgement of BVC influence 5: Compelling demonstration of how BVC education shaped their path
Enduring Impact and Legacy	The overall scope and longevity of their impact on others, their industry, or society.	1: Short-term or limited influence 3: Consistent contribution over time 5: Transformational, lasting impact that aligns with BVC’s mission

Scoring Scale – General Guidance

Score	Descriptor	Interpretation
1	Minimal Evidence	Nominee meets few criteria; limited supporting details.
2	Developing	Some relevant achievements but lacking breadth or clarity.
3	Strong	Clearly meets the criteria with relevant examples.
4	Exceptional	Exceeds criteria with measurable and well-documented impact.
5	Outstanding	Exemplary record with compelling, transformative impact.