



THE MCGILL UNIVERSITY MEDAL FOR EXCEPTIONAL ACADEMIC ACHIEVEMENT

Terms of Reference

Preamble:

The McGill University Medal for Exceptional Academic Achievement (the “McGill Medal”) publicly acknowledges and rewards those retired members of the academic staff who are uniquely deserving of special recognition in light of their exceptional contributions to their discipline, to McGill, and to society at large.

Recommendations of outstanding individuals for the conferral of the McGill Medal are made to the Honorary Degrees and Convocations Committee by the Principal’s Advisory Committee for the Conferral of the McGill University Medal for Exceptional Academic Achievement (the “McGill Medal Advisory Committee”).

Criteria for the McGill Medal:

1. To be considered for the McGill Medal, a nominee shall:
 - (i) have held an appointment as a full professor or full librarian at the University normally for a minimum period of ten (10) years;
 - (ii) have retired, or signed an irrevocable agreement to retire, at the time of consideration; and
 - (iii) have made exceptional and unique contributions to the University and/or scholarly communities over an extended period of time through excellence in research, teaching, creative or scholarly activity, academic leadership or any combination thereof.

Process Concerning Nominations for the McGill Medal:

2. Nominations:
 - (i) shall originate with the Dean who, following due process within the relevant Faculty, School or other academic unit, will bring a nominee’s name forward along with letters of support from two external evaluators who are positioned to provide a knowledgeable assessment of the nominee’s exceptional and unique contribution to scholarly communities, and excellence in research, creative or scholarly activity.
 - (ii) will be submitted by the Dean, no later than five (5) years following the retirement of the nominee, to the McGill Medal Advisory Committee, which may recommend a nominee for the award to the Honorary Degrees and Convocations Committee and, if approved by the Honorary Degrees and Convocations Committee, to the Senate for final approval.

Time of Conferral:

3. The McGill Medal is normally conferred at Spring Convocation ceremonies.

Nature of Recognition:

4. The McGill Medal is awarded at Convocation with the reading of a citation by the Dean of the Faculty, the Dean or Director of the Library, or the Provost and Vice-Principal (Academic) and presented by the Principal and the Chancellor or the Chair of the Board of Governors.

Composition of the McGill Medal Advisory Committee

5. Appointments to the McGill Medal Advisory Committee are approved by the Honorary Degrees and Convocations Committee, normally on the recommendation of the Chair of the McGill Medal Advisory Committee.
6. The McGill Medal Advisory Committee shall consist of the Provost and Vice-Principal (Academic), who shall serve as Chair and ex officio member, and four members of the academic staff.
7. Members shall be appointed on the basis of their representation of the University academic community at large, for three-year terms, and shall be eligible for reappointment up to a maximum of two consecutive terms.
8. The Secretary-General or delegate shall serve as Secretary to the McGill Medal Advisory Committee.

Frequency of Meetings:

9. The McGill Medal Advisory Committee shall meet at least once a year.

Review of Terms of Reference:

10. The McGill Medal Advisory Committee shall review its Terms of Reference at least once every three years and make recommendations to the Honorary Degrees and Convocations Committee.

Approved by Senate at its meeting of February 11, 2009

Amended: Senate December 4, 2013

Amended: Senate March 22, 2017