



Memorandum

Secretariat

James Administration Building, Room 313
Tel: 514-398-3948 | Fax: 514-398-4758

TO: Senate

FROM: Professor Christopher Manfredi, Provost and Vice-Principal (Academic)

SUBJECT: Report of the Honorary Degrees and Convocations Committee Part I:
Proposed Revisions to the McGill Medal Terms of Reference

DATE: March 22, 2017

DOCUMENT #: D16-47

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE Proposed revisions to the McGill Medal Terms of Reference.

BACKGROUND & RATIONALE The McGill Medal Terms of Reference were established in 2009 and last revised in 2013. The proposed revisions to the McGill Medal Terms of Reference provide for:

1. The inclusion of the Advisory Committee’s composition and the term of members set at three years, renewable up to two consecutive terms;
2. The implementation of language updates intended to clarify provisions related to criteria for the McGill Medal and process for nominations.

PRIOR CONSULTATION Proposed changes are submitted for consideration based on input received from the McGill Medal Advisory Committee, the Honorary Degrees and Convocations Committee and the Senate Steering Committee.

SUSTAINABILITY CONSIDERATIONS The terms of reference provide a governance framework in support of the Advisory Committee’s functions.

IMPACT OF DECISION AND NEXT STEPS Implementation of amendments.

MOTION OR RESOLUTION FOR APPROVAL *Be it resolved that Senate approve the proposed revisions to the McGill Medal Terms of Reference.*

APPENDICES Appendix A: Proposed Revisions to the McGill Medal Terms of Reference (Track-Changes)
Appendix B: Proposed Revisions to the McGill Medal Terms of Reference (Clean Copy)
Appendix C: Current McGill Medal Terms of Reference

**THE MCGILL UNIVERSITY MEDAL
FOR EXCEPTIONAL ACADEMIC ACHIEVEMENT**

Terms of Reference

~~(An Award for Exceptionally Deserving Members of the Retired Academic Staff)~~

Preamble:

~~McGill University wishes to exercise its discretion from time to time to~~ 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. ~~Consequently, the University proposes to establish The McGill University Medal for Exceptional Academic Achievement.~~

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) ~~be judged to~~ 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 ~~consultation with a nominee’s Chair and a Faculty committee~~ due process within the relevant Faculty, School or other academic unit, will bring a nominee’s name forward along with ~~the names of~~ 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; (iii) to the Honorary Degrees and Convocations Committee and, if approved by the Honorary Degrees and Convocations Committee, for recommendation to the Senate for final approval.
- (iv) ~~the originating Dean, Provost or Principal's Advisory Committee may request up to two external evaluations of the nominee's contribution to scholarly communities, and excellence in research, creative or scholarly activity.~~

When conferred**Time of Conferral:**

- 3. The McGill Medal is normally only conferred at Spring Convocations 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 the presentation of the McGill Medal 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

DRAFT

**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

**THE MCGILL UNIVERSITY MEDAL
FOR EXCEPTIONAL ACADEMIC ACHIEVEMENT**

(An Award for Exceptionally Deserving Members of the Retired Academic Staff)

McGill University wishes to exercise its discretion from time to time to publicly acknowledge and reward 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. Consequently, the University proposes to establish The McGill University Medal for Exceptional Academic Achievement.

Name: The McGill University Medal for Exceptional Academic Achievement (The McGill Medal)

Criteria: 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;
- (iii) be proposed for the award no later than five (5) years following retirement; and
- (iv) be judged to 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: Nominations for the McGill Medal:

- (i) shall originate with the Dean who, following consultation with a nominee's Chair and a Faculty committee, will bring a nominee's name forward along with the names of 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) to a Principal's Advisory Committee chaired by the Provost, which may recommend a nominee for the award;
- (iii) to the Honorary Degrees and Convocations Committee for recommendation to the Senate for approval.
- (iv) the originating Dean, Provost or Principal's Advisory Committee may request up to two external evaluations of the nominee's contribution to scholarly communities, and excellence in research, creative or scholarly activity.

When conferred: Normally only at Spring Convocations.

Nature of recognition: Awarded at Convocation with the reading of a citation by the Dean of the Faculty, Director of the Library, or the Provost and the presentation of the McGill Medal by the Principal and the Chancellor or the Chair of the Board of Governors.