

Complete Policy Title:
Valedictorian Selection System

Policy Number (if applicable):

Approved by:
Senate

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Supersedes/Amends Policy dated:

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails

NOMINATIONS:

Nominations consist of one nominator and at least two seconders.

Additional letters of support from any other member of the relevant community (as defined by the list of eligible seconders) will be accepted, but are not required.

Nominations shall include:

- (1) nomination form (including the consent of the nominee, proper authorization for release of transcript information, and the signatures of the seconders),
- (2) letter of nomination from the nominator outlining the reasons for nomination, the student's role in the community, significant contributions and the nominee's impact upon the community or individuals (two-page maximum),
- (3) a full résumé of the nominee (focused on his/her involvement while at McMaster).

ELIGIBLE NOMINATORS:

Any graduating undergraduate student registered in the relevant Faculty.

ELIGIBLE SECONDEES:*

Any graduating undergraduate student registered in the relevant Faculty.

Dean or Associate Dean of relevant Faculty

Chair of Undergraduate Council and the Chair of Undergraduate Council Awards Committee

Chair of relevant Faculty Awards Committee

** at least one seconder must be an undergraduate student from the relevant Faculty*

SELECTION CRITERIA

The three criteria listed below should all be given serious consideration. In applying the criteria, special consideration shall be given to exceptional cases (e.g., extraordinary personal obstacles or other overriding factors which have been outlined in the nomination package).

1. **The nominee's contribution to the McMaster community;** (as shown in the nominee's résumé, nomination letter, and any letters of support)
 - consideration should be given to: leadership, volunteering, positive impact upon community and/or individuals, depth of commitment (i.e., time and quality), etc.
2. **The nominee's academic record;** (as shown by transcript)
 - high academic achievement will weigh in favour of the nominee and consideration should also be given to exceptional cases (i.e., extraordinary personal obstacles or other overriding factors which have been outlined within the nomination package)
3. **The nominee's ability to deliver a memorable and inspirational speech;**
 - this shall be determined by the interview process involving the "short listed candidates"
 - this shall be the final selection criterion used to differentiate among the final pool of candidates (the interview format should include a brief 3-5 minute presentation from the candidate followed by any questions the selection committee may have)

SELECTION COMMITTEE STRUCTURE:

Spring Convocation

- Dean or Associate Dean of the relevant Faculty (who shall be Chair)
- one appointment from the Provost's Office (consideration should be given to the Chair (or member of) the Faculty Awards Committee (In the case of joint Convocation ceremonies this individual and the Dean [or Associate Dean] should be from different Faculties)
- one graduating (undergraduate) appointed by the relevant Faculty Society President - the Student Academic Council shall be responsible for notification
- one graduating (undergraduate) student appointed by the MSU President

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- one graduating (undergraduate) student appointed by the MAPS President
 - in the case of convocations involving more than a single Faculty, the three undergraduate students shall be appointed such that all major student groups are represented

Fall Convocation

- one appointment from the Provost's Office (who shall be Chair)
- one additional appointment from the Provost's Office (consideration should be given to the Chair [or member] of the Undergraduate Council Awards Committee)
- one graduating (undergraduate) student appointed by the OT/PT Student Society
- one graduating (undergraduate) student appointed by the MSU President
- one graduating (undergraduate) student appointed by the MAPS President