



WAAAUB Alumni Awards Program Nomination and Selection Process

Background

The WAAAUB Committee for Chapter in its 2008 Strategy pointed out that the mission of this Standing Committee is to “support the University’s (AUB) efforts in developing strong links among WAAAUB, its constituent groups and among its chapters”.

To achieve this mission, one of the main objectives of this committee is to develop the WAAAUB Alumni Award Program to recognize outstanding alumni for their individual achievements, contributions to their industries or professions, service to their community and demonstrated loyalty to their Alma Mater.

The WAAAUB Committee for chapter believes that this program will enhance the WAAAUB link with its alumni.

Purpose

The main purpose of establishing the WAAAUB Alumni Award Program is:

- to recognize the excellence and achievements of AUB alumni worldwide
- to increase awareness about the accomplishments and excellence of AUB alumni
- to foster the prestige and profile of AUB worldwide
- to increase the number of alumni who are aware of the activities of WAAAUB and who are involved [or would be willing to be involved] in those activities

WAAAUB Alumni Awards Categories

I. Outstanding Alumni Chapter

1. This award will be presented to chapters who have distinguished themselves in their support for AUB through their fundraising and outreach activities. There should be provisions made for breaking chapters into categories by size: under 100 members, 101-300, 300+.
2. Nominees will be sought from the members of the WAAAUB Council, the WAAAUB Committee for Chapters, The WAAAUB Board will vote on the final slate of nominees to be prepared by the Committee on Chapters with assistance if needed from the AUB Alumni Relations staff.
3. Selection Criteria
As per the above definition for the outstanding chapter, two criteria are required:
 - A. Fundraising:
This criterion emphasizes the history of the chapter’s donations to AUB scholarship fund / AUB advancement programs.
 - B. Outreach. Different categories can be included under this:
 - a. An increase of student’s applications to AUB from that chapter region.

- b. If more students from AUB are being accepted for internship in companies of that chapter.
- c. If new AUB graduates are able to find jobs in the region of that chapter.
- d. If cooperation between AUB and different companies or educational institution of the region of that chapter.
- e. If Alumni of that chapter are more united under the leaderships.

4. Final Scores

The score ranges from 5 (very important) to 1(not important at all)

Criterion	Final score
Chapter donation to AUB	5
Chapter support to AUB, measured by chapter involvement in promoting AUB to their community	4
Chapter contribution and support to the AUB alumni community in their country, measured by the quantity and quality of alumni outreach activities	3
Chapter support to WAAAUB demonstrated by chapters voluntary service to the association	3

5. Number of awards under this category should be: One award

6. Nomination Process

- The WAAAUB General Secretary in coordination with the WAAAUB Committee for Chapters should publicize the nomination process by communicating with Chapter leaders and broadcasting a call for nominations through the University's On-Line Community, Main Gate and through other means.
- Nominations may be made by Alumni at Large, chapter leadership
- The Alumni Relations Offices shall provide the nomination committee the information related to the Chapter donation history and outreach activities.
- Nominations may be made by any WAAAUB member/ WAAAUB chapter
- There is no limit placed on the number of nominations
- One nomination per chapter will be considered each year
- The names of the chapters nominated will not be disclosed
- In the event that a chapter is not selected, the chapter nomination will not be carried over to the next year for consideration
- Chapters presidents should approve their chapter nomination
- The presidents of the Chapters nominated should submit the chapter annual form and the chapter financial form, and other supporting documents.

II. Distinguished Alumni Award

1. Distinguished Alumni Award: The Distinguished Alumni Award should be awarded to individuals who have supported AUB financially and or have achieved distinction and are eminent in a particular field; that they have accomplished something that is considered to be notable or have reached excellence (including AUB former students, Faculty, staff and Administrators who are AUB alumni). In short, the individual selected is distinguished alumni and a generous donor.

2. Nomination Process

- The WAAAUB General Secretary in coordination with the WAAAUB Committee for Chapters should publicize the nomination process by communicating with Chapter leaders and broadcasting a call for nominations through the University's On-Line Community, Main Gate and through other means.
- Nominations may be made by Chapters leaders
- The Alumni Relations Offices, shall verify that each candidate is an alumnus/alumna
- Nominations may be made by any WAAAUB member
- There is no limit placed on the number of nominations.
- One nomination per individual will be considered per year.
- An individual can only receive the award one time.
- An individual can be nominated for the award regardless of how many times he or she has been nominated in the past.
- The name of the nominator will not be disclosed.
- In the event that a candidate is not selected, his or her nomination will not be carried over to the next year for consideration
- Candidates must approve their nominations
- Candidates must submit a completed nomination package

3. Final Scores

The score ranges from 5 (very important) to 1(not important at all)

Criterion	SCORE
Contribution to Community Service/ Outstanding Service to Industry or Profession: demonstrated by candidates outstanding voluntary service to his or her community or outstanding service to his or her industry or profession	4
Candidates Professional Attainment: measured by the degree of prominence attained in their area of profession or industry	4
Loyalty and support to the American University of Beirut: Candidates should have demonstrated loyalty to their alma mater through contributed time, talent or donations.	5

4. Number of awards under this category should be a maximum of 2 awards

Nomination Package Requirements

Qualified candidate for both Awards should submit a complete Nomination Package by the specified Nominations deadline. Candidates, who fail to complete the required nomination package by the specified time period, will not be considered for the Award.

The Nomination Package Should includes all the following:

1. Completed Nomination Form (that will be posted on the WAAAUB website)
2. Bio (250 words)
3. Newspaper and magazine articles if applicable
4. Awards or certificates of achievement if applicable
5. Other items of interest

Alumni Awards Selection Process

The WAAAUB Committee for chapters will use the following guidelines for the Awards selection:

1. WAAAUB Board of Directors should appoint an Alumni Award Selection Committee to include members from the WAAAUB Board of Directors, Committee for Chapters, and AUB Alumni Relations and Development Office.
2. The Alumni Award Selection Committee term of service is only one year.
3. Nomination Packages will be compiled and reviewed by the Alumni Award Selection Committee. Who will meet more than once to develop the short listed list of qualified candidates.
4. The Alumni Award Selection Committee should submit their recommendation to the WAAAUB Board of Directors.
5. Final award selections are made by the WAAAUB Board of Directors in consultation with the Alumni Award Selection Committee.
6. A maximum of two candidates will be selected for the Distinguished Alumni Award

Timing of the Award Ceremony

- to accomplish the Purpose of the Alumni Award Program, the award should be presented every year
- the Award should be presented during the WAAAUB annual meeting