

2024 Valedictorian Information Package

The information and nomination form included within this package is for the Annual May Convocation only. Please follow the information carefully.

This Valedictorian Package includes:

- General Guidelines
- Timeline
- Definitions of Eligible Nominators and Secondary Nominators
- Application Package Requirements
- Structure of Selection Committee
- Selection Components

General Guidelines:

1. Full and part-time undergraduate and graduate students, who have a minimum cumulative grade point average of 3.33 (B+), are in good academic standing, and have no outstanding fees, are eligible to become the Valedictorian of their graduating class.
2. **OR** full and part-time undergraduate and graduate alumni who has met their program requirements within either the Summer or Fall degree conferral window (September or January).
3. Two Valedictorians will be selected: one student attending the AM Convocation Ceremony, and one student attending the PM Convocation Ceremony on May 31st, 2024.
4. The Valedictorians will represent the graduating students within each Convocation Ceremony, with the two chosen not from the same faculty.
5. Do not include additional materials beyond the package requirements as they will be removed. The Office of the Registrar will verify GPA so no transcript is necessary.
6. For questions about this Information Package and Nomination Form contact convocation@unbc.ca.
7. Only one nomination package accepted per nominated student.
8. All nominators, nominees, and references may be contacted for confirmation of nomination.

ALL NOMINATIONS ARE DUE BY:

FRIDAY – FEBRUARY 16, 2024

SUBMISSION IS ONLINE ONLY

Timeline:

Friday, January 12, 2024	Nomination Period Opens. Information Packages and Nomination Forms will be available online .
Friday, February 16, 2024	Nomination Period Ends. Completed Nomination Packages must be submitted through the online submission site . Late nominations will NOT be accepted.
Feb 20 th – Mar 29 th , 2024	Review of nominations and interviews with selected candidates will commence during this time.
Monday, April 1, 2024	The selected candidates will be contacted with the result on or before this date. Note: The successful candidates are notified on a provisional basis and formally approved once final grades are confirmed. All final decisions will be forwarded to the Office of the Registrar, and other appropriate campus offices.

Eligible Primary Nominators (1 Total):

Any student who has met the requirements to graduate for the 2024 Annual Convocation Ceremony is eligible to nominate a fellow student who has also met the requirements to graduate for the 2024 Annual Convocation Ceremony. This includes alumni who may have already had their degree conferred within either the Summer or Fall degree conferral window (September or January).

Eligible Secondary Nominators (2 Total):

- a) Any graduating student
- b) Dean or Chair of a program
- c) Any Faculty member
- d) Any Staff member

Nomination Package Requirements:

Nominators must submit the following for the nomination:

1. **One** nomination form.
2. **One** letter (maximum 500 words, one page) from the primary nominator outlining why you chose to nominate this individual to serve as Valedictorian.
3. **One** letter (maximum 500 words, one page) from the nominee outlining their:
 - a. Service at UNBC
 - b. Service in the Community
 - c. Practical Experience in Field of Study or Professional Experience
 - d. Leadership Roles
 - e. Connection to Northern BC
4. **One** curriculum vitae or resume.
5. **Two** letters of reference:
 - a. one must be from an academic source

- b. one must be from a work or volunteer-based source.
 - i. If applicable, either of these letters may be written by a secondary nominator.

Structure of the Selection Committee:

The Selection Committee shall be comprised of five members:

- One UNBC Alumni Representative
- Two NUGSS Student Representatives (from different Faculties)
- Two NBCGSS Student Representatives (from different Faculties)

SELECTION COMMITTEE MEMBERS ARE UNABLE TO NOMINATE STUDENTS FOR VALEDICTORIAN (AND SHOULD BE ABLE TO PROVIDE AN UNBIASED ASSESSMENT)

Nominee Selection Components:

The Selection Committee will focus on the following three areas:

Personal Merit: Broken down into five sections (as shown in the nominee's resume, nomination letter and letters of reference).

1. Service at UNBC
2. Service in the Community
3. Practical Experience in Field of Study
4. Leadership Roles
5. Connection to Northern BC

Referee Comments: Selection committee members are asked to consider the comments of the nominees' referees.

Interview/Presentation: At least four nominees, with the highest scores in personal merit and referee comments combined, will be invited to interview with the selection committee. The selection committee sets questions for the interview in collaboration with the Convocation Coordinator and each nominee will be asked the same questions. The committee will be advised to ask questions that will focus on the nominees' experiences at UNBC and their contribution to the University.

During the interview, candidates will be required to present a rough outline, not a full script, of the topics they would speak about in their Convocation address. Nominees will be assessed on their ability to answer the questions of the committee in a clear and concise manner.

Contact:

Please email convocation@unbc.ca for all inquiries about the nomination process.