



Agnes Benidickson Tricolour Award – Terms of Reference (April 2021)

A. Preamble

The Agnes Benidickson Tricolour Award and induction into the Tricolour Society is the highest tribute that can be paid to a Queen's University student for service, leadership, and character. The Award is named after Dr. Agnes Benidickson who was Chancellor of Queen's University from 1980 until 1996. Admission to the Tricolour Society shall be limited to current students of the University. Although the number of students to be admitted to the Society each year may be decided by the selection committee, the number shall be limited to maintain the distinction and honour of the Tricolour Society.

Admission shall not be granted simply because a person holds or has held a position or office on campus.

The Rector (or Designate) serves as the Chair of the Tricolour Award Selection Committee. The selection process follows the procedures as outlined in these Terms of Reference.

The names of the Award's recipients are to be engraved on a plaque in the John Deutsch University Centre.

B. Authority

Hereinafter, the responsibility of awarding the Agnes Benidickson Tricolour Award shall be the responsibility of the third officer of Queen's University, the Office of the Rector (or Designate).

The Agnes Benidickson Tricolour Award shall be the highest tribute paid to a student for valuable and distinguished service, character, and leadership to Queen's University and its community in non-athletic, extracurricular activities.

The Office of the Rector shall organize the nominations, the selection committee, and the Agnes Benidickson Tricolour Award Reception.

These terms of reference shall be subject to review by the Tricolour Award Selection Committee.

These reviewed Terms of Reference were approved in April 2021.

C. Definitions

The term "nominee" refers to any Queen's student who is successfully nominated by peers for the Agnes Benidickson Tricolour Award. There shall be a society called the Tricolour Society of Queen's University, which may be referred to as the Tricolour Society,

- I. The Agnes Benidickson Tricolour Award, which may be referred to as the Tricolour Award.
- II. The Alma Mater Society shall be recognized as the governing body for the Queen's undergraduate student population, which may be referred to as the AMS,
- III. The Society for Graduate and Professional Students shall be recognized as the governing body for the Queen's graduate and professional student population, which may be referred to as the SGPS,
- IV. The Office of the Rector, being the third Officer of the University, which may be referred to as the Rector.
- V. Queen's University, which may be referred to as the University

D. Award Criteria

- I. Admission to the Tricolour Society shall be limited to current students at Queen's University. The number of students to be admitted to the Society each year shall be decided by the selection committee.
- II. The Agnes Benidickson Tricolour Award shall be awarded to a student for valuable and distinguished service, character, and leadership to Queen's University and its community in non-athletic, extracurricular activities.
- III. A nominee's service may be confined to a single field or it may have taken the form of a significant contribution over a wide range of activities
- IV. Current students at the University may submit a nomination.
- V. Tricolour Award recipients shall be limited to current students at Queen's University. The number of students to be admitted to the Society each year shall be decided by the selection committee.
- VI. As the Chair of the Selection Committee, the Rector (or Designate) shall not be eligible to be nominated while they hold office.
- VII. Recipients of the Agnes Benidickson Tricolour Award shall be admitted to the Tricolour Society.

E. Nomination Packages

- I. A nomination form will be completed. Each nomination must have complete nominee information and a primary and secondary nominator, both of whom must be current students.
- II. Letters of support must accompany the nomination form. No less than five (5) and not more than ten (10) letters of support. Letters should include the nominee's name and describe the nominee's contribution(s) to and impact at Queen's University.
- III. The nomination package will consist of completed nomination form and letters of support. The package will be scanned and/or submitted electronically directly by the primary nominator to the Office of the Rector at rector@queensu.ca.
- IV. Upon receiving nomination packages, the Office of the Rector will confirm acceptance of nomination. Rector will also request candidates submit their CV, a list

- of activities that they have been involved with at Queen's University, along with a list of individuals who may comment on their performance in said activities. The Selection committee is not limited only to contacting those references provided by the candidates.
- V. Interviews will be held with all candidates who accept their nominations.

F. Selection Committee Composition

- I. The Rector (or Designate), serving as chair, is a non-voting member. The Chair only serves to facilitate conversation by being an impartial moderator
- II. The selection committee shall represent a wide cross-section of the student body and therefore:
- (i) No more than one (1) Executive member of the Alma Mater Society may be appointed by a faculty society as a representative to the committee.
 - (ii) No more than one (1) Executive member of the SGPS may be appointed as a representative to the committee.
- III. The committee shall be composed of one appointee of the following representatives:
- (i) Aesculapian Society
 - (ii) Arts and Science Undergraduate Society
 - (iii) Commerce Society
 - (iv) Computing Students Association
 - (v) Concurrent Education Students' Association
 - (vi) Education Students Society
 - (vii) Engineering Society
 - (viii) Law Students Society
 - (ix) MBA Students' Society
 - (x) Nursing Science Society
 - (xi) Kinesiology and Health Studies Students' Society
 - (xii) Rehabilitation Therapy Society
 - (xiii) Society for Graduate and Professional Students' Council
 - (xiv) Theological Society
- IV. 50% of the Selection Committee must be in attendance for each nominee interview.
- V. A representative may serve on the committee no more than twice.

G. Selection Committee Mandate and Selection Process

- I. All members of the selection committee shall review all nomination packages prior to formal interviews and establish a thorough understanding of all relevant campus organizations and activities.
- II. After reviewing the nomination packages for each nominee, the committee will conduct formal interviews of all nominees. If necessary, the selection committee may contact the primary and/or secondary nominators to gather more information on the nominee after the interviews.

- III. The selection committee shall create standard interview questions during their first meeting prior to the interviews.

H. Interview Process

- I. At the beginning of the interview the selection committee shall:
 - (i) provide introductions,
 - (ii) state that everyone interviewed will be asked the same core set of questions and that follow-up questions may differ between candidates.
- II. At the conclusion of the interview the chair shall provide the nominee an opportunity to:
 - (i) ask any questions or offer comments,
 - (ii) state when and how the applicant will be notified about the decision of the Selection Committee,
 - (iii) state that the nominee may direct any questions or concerns relating to the selection process to the Office of the Rector.
- III. Each member of the selection committee shall complete a written evaluation of the applicant while the interview is taking place. These documents shall be kept confidential and stored with the Office of the Rector. Responding to questions from applicants shall be the responsibility of the hiring committee.
- IV. Evaluations on individual nominees may occur during the interview process, however no comparisons shall be made between nominees until all interviews have concluded
- V. The hiring panel must conduct interviews for all nominees.
- VI. Selection of the successful nominee(s) shall be made based on the interviews, their nomination packages, and submitted CV's.
- IV. Selection Committee members are asked to identify any conflicts of interest in reviewing nominations. Should a selection committee member feel unable, for any reason, to speak to a nomination, the member will be asked to leave the room before the deliberations on that nomination begins. All members of Selection Committee shall first be required to sign a Selection Committee Agreement. The agreement can be found in Appendix A to these terms of reference.
- V. Decisions by the Tricolour Awards Selection Committee are final.

I. Reception and Award

- I. The Rector (or Designate) shall contact all nominees for Agnes Benidickson Tricolour Award to inform them of the decisions of the Selection Committee. Successful nominees chosen by the Selection Committee shall receive a phone call from the Rector to confirm acceptance.

- II. The Rector (or Designate) shall organize a Reception for all successful recipients of the Agnes Benidickson Tricolour Award. The AMS and SGPS shall financially support the Reception per the terms of both Memorandums of Understanding.
- III. Agnes Benidickson Tricolour Award recipients shall be awarded a plaque, emblematic of the high honour conferred upon them in admission to the Tricolour Society. The Rector and Chancellor shall present the plaque to all Tricolour Society members at their convocation.

Appendix A

Selection Committee Agreement

In seeking to fulfill my duties as a member of Agnes Benidickson Tricolour Award Selection Committee I agree to act in full compliance with the Agnes Benidickson Tricolour Award – Terms of Reference.

I understand that all information I access as a member of this committee, including, but not limited to, written and oral assessments of nominees, resumes, and nomination packages shall be treated as confidential.

I agree to disclose to my fellow members of the hiring committee any current or former relationship/significant association with any candidate(s) prior to the commencement of the interview. I agree not to share any such information with anyone other than fellow Selection Committee members unless agreed to by the committee.

Name: _____

Signed: _____

Date: _____