

The information and nomination form included within this document are for Spring 2023 and may not apply to following years.

This valedictorian package contains;

- Information package:
 - General guidelines
 - Timeline
 - Definitions of eligible nominators and secondary nominators
 - Nomination package requirements
 - Structure of selection committees
 - Selection components
- Nomination form

General Guidelines

1. Full-time and part-time undergraduate or graduate students, who have demonstrated academic excellence in their final year and throughout their degree. This may include awards, scholarships, distinctions, and relative standing among other considerations.
2. Second degree students are eligible to apply provided they have completed at least 30 units in the program from which they are graduating.
3. One Valedictorian for each of the following convocation ceremonies will be selected:
 - Faculty of Health Sciences
 - Arts & Science Program/Faculty of Humanities
 - Faculty of Science
 - Faculty of Business
 - Faculty of Social Sciences
 - School of Nursing
 - Faculty of Engineering
4. Valedictorians will speak to the convocation from which they graduate, and the selected valedictorians will be notified of the date and time of their convocation via their information packages.
5. Any general questions about this information package & nomination form should be directed to Elizabeth Wong, MSU Vice President (Education), at vped@msu.mcmaster.ca, while any faculty-specific questions should be directed to your respective faculty contact listed below.

All nominations are due by Monday, February 27th, 2023 at 8:00am to your respective Faculty/Program submission email/link (listed below)

Selection timeline

Tuesday, January 31st, 2023	Nomination period opens. Information packages & nomination forms are available online at www.msumcmaster.ca/valedictorian .
Monday, February 27th, 2023	Completed nomination packages must be submitted by 08:00am to your respective Faculty/Program designated email. Late nominations will not be accepted.
Monday, April 17th, 2023	Following the closure of nomination period, interviews will commence for four weeks, up until this date. All final decisions will be forwarded to the MSU Vice President (Education). All candidates will be contacted with the results within three business days.

Eligible nominators

Any undergraduate or graduate student graduating at the Spring 2022 convocation is eligible to nominate themselves or a fellow undergraduate or graduate student graduating at the Spring 2022 convocation. (*This includes all Mohawk or Conestoga nursing students who will be graduating at the McMaster Nursing ceremony.*)

Eligible secondary nominators

- Any graduating undergraduate or graduate student registered in the relevant Faculty (defined above in *Eligible Nominators*);
- Dean, Associate Dean, Assistant Dean, Director, or Faculty Member;
- Chair of the Undergraduate Council and Chair of the Undergraduate Council Awards Committee;
- Chair of the relevant Faculty Awards Committee.

Please note the following:

- At least one secondary nominator must be a *graduating* undergraduate or graduate student from the relevant Faculty/Program.
- Selection committee members are unable to nominate students for Valedictorian

Nomination package requirements

Nominees must include the following with their nomination:

- Nomination form (attached at the end of this information package);
- Maximum 2-page letter outlining why the nominee accepts/wants the nomination of Valedictorian (written by nominee); this letter should reflect McMaster and/or community involvement;
- One copy of curriculum vitae (CV)/resumé;
- Two letters of reference: one must be academic; one must be work or volunteer. Letters from the selection committee will be not permitted.

Candidates are advised not to include any other materials, as they will be removed from nomination package.

Students are not required to submit a copy of their transcript. The respective Faculty and/or Program office will complete verification of the nominee's academic excellence.

Structure of selection committees

Selection committees are comprised of both faculty and students from the following areas of campus:

- Associate Deans, or designates;
- 1 faculty member appointed by the Associate Deans or designate;
- 1 student, appointed by the Graduate Student Association (GSA) for selection committees where at least one applicant is a graduate student;
- 1 student from the MSU Student Representative Assembly (of that faculty), or MSU member appointed by the MSU Vice President (Education);
- 1 student appointment from the McMaster Association of Part-time Students (MAPS)

Weighting of selection components

The selection committee will focus on the following two areas: McMaster and/or community involvement; and the candidate's as the interview/presentation. Below is the breakdown for each section:

McMaster and/or Community Involvement

Involvement will be shown in the nominee's resume, nomination letter, and any letters of support. Consideration should be given to the following: leadership, volunteer activities, positive impact upon the community and/or individuals, and depth of commitment (i.e., time and quality etc.)

- Examples of McMaster and/or community involvement include the following areas:
 - Student groups (faculty societies, clubs)
 - Student support (SAS, career services, peer support services)
 - Student government (MSU, GSA, Senate, MAPS)
 - Community involvement (schools, hospitals)

Interview and Presentation

Candidates that are selected from nominations will be invited to an interview with the respective selection committee. The selection committee sets the questions, and each nominee will be asked the same questions. During this interview, nominees will be required to present the speech they would give should they be selected as the Valedictorian (speeches are to be no longer than 2 minutes).

For further questions, please contact:

Elizabeth Wong
MSU Vice-President (Education)
vped@msu.mcmaster.ca
905-525-9140 ext. 24017

SPRING 2023 VALEDICTORIAN NOMINATION FORM

**Please see "Nomination Packages Requirements" section in information package for full nomination package requirements*

I hereby nominate _____ to be considered for

the valedictorian of _____
(Name of Faculty/Program)

Nominator (must be an eligible nominator as defined in the information package):

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

Secondary nominators (must be an eligible nominator as defined in the information package):

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

If a student number for a second secondary nominator is not applicable, please indicate position and Faculty/Program.

SPRING 2023 VALEDICTORIAN NOMINATION FORM CONT...

Nominee

Printed Name: _____

Signature: _____

Email: _____

Student #: _____ Program: _____

Undergraduate Student

Graduate Student

Current Mailing Address

Submit completed package to your faculty:

Social Sciences	Email to adeansoc@mcmaster.ca
Humanities (joint selection committee with Arts & Science)	Email to humanities@mcmaster.ca
Arts & Science (joint selection committee with Humanities)	Email marquie@mcmaster.ca
Health Sciences	Email to mcarthj@mcmaster.ca
Nursing	Email to bscnad@mcmaster.ca
Science	Email to mifflin@mcmaster.ca
Engineering	Email to engadmin@mcmaster.ca
Business	Email to buscom@mcmaster.ca

SPRING 2023 VALEDICTORIAN NOMINATION FORM CONT...

Faculty/Program Contact List

Should you have any faculty specific questions, please send your questions to the following representative from your Faculty/Program:

Social Sciences	Rebekah Flynn adeansoc@mcmaster.ca
Humanities	Jackie Osterman oster@mcmaster.ca
Arts & Science	Dr. Beth Marquis marquie@mcmaster.ca
Health Sciences	Judith McArthur-Dawson mcarthj@mcmaster.ca
Nursing	Nina Hindrichs bscnad@mcmaster.ca
Science	Charlene Mifflin mifflin@mcmaster.ca
Engineering	Maria White engadmin@mcmaster.ca
Business	Student Experience Office buscom@mcmaster.ca