



April 19, 2018

Peterborough Chapter of PEO Award Nomination

The Peterborough Chapter of PEO is providing awards to PEO members with a Peterborough chapter connection. Achievements, while they may be provincial, national, or global in scope, must have been substantially made while the nominee lived or worked in the Peterborough Chapter. The nominations will be assessed by an award committee selected by the chapter executive.

AWARDS CATEGORIES

Nominations for a Peterborough Chapter award may be made for either the Professional or Civic Divisions. To be considered within the Professional Division, nominations must indicate a significant level of engineering content. Civic Division awards are made to recognize the achievements of professional engineers in fields other than engineering.

The balance between the engineering content and other factors will normally determine the division in which the nomination will be considered.

PROFESSIONAL DIVISION

The Peterborough Chapter Engineering Achievement Award

The Engineering Achievement Award is given to association members who have contributed substantially to advancing the engineering profession in any of its branches. Recipients' achievements are significantly above the normally high standards of the profession.

- **Engineering Achievement** - recognizing overall excellence in the practice of engineering, where the innovative application of engineering knowledge and principles has solved a unique problem, led to advanced products, or produced above-average results.
- This award also applies to research efforts for developing useful, novel applications, or advancing engineering knowledge or applied science, or discovering or extending any of the engineering or natural sciences.

The presentation of this award is also aimed at furthering public understanding of the professional engineer's role in society.



Three (3) categories of consideration for Engineering Achievement Awards are now open to PEO members:

- Engineering Excellence Award:
 - Eligibility: any P.Eng. practicing professional engineering and in good standing with the PEO.
- Young Professional Award:
 - Eligibility: any P.Eng. in good standing with the PEO, who is no older than 35 years of age as of December 31, of the year prior to the award ceremony.
 - For 2019 awards – born on or after January 1, 1983.
- Lifetime Achievement Award:
 - Eligibility: any P.Eng. or past PEO Member who is not current practicing professional engineering and in general good standing with the PEO.

CIVIC DIVISION

The Peterborough Chapter Citizenship Award

The Citizenship Award is given to association members who have made substantial contributions to humanity while maintaining their identities as professional engineers. The contribution may have been made in any milieu, as either a voluntary or paid service, but must be outside of the nominee's regular employment.

Two categories of consideration for the Citizenship Award are now open to PEO members:

- Civic activities for society betterment outside of an engineering context; and
- Civic activities for social betterment within an engineering context (e.g. extensive voluntary involvement with standard-setting groups).

SELECTION CRITERIA AND PROCESS

The Awards Committee will use the following selection criteria in evaluating candidates. A points-rating system sets the weighting of these criteria for each award (see table).

- Work-related achievements - the practice of engineering, postgraduate studies, the teaching of engineering, engineering research, etc.
- Service to the profession - public education and creating awareness of the role of engineering and professional engineers in Canadian society; active participation in engineering associations, societies, institutions, etc.
- Service to society and the community **beyond the nominee's regular employment** - volunteer work in the community, including service clubs and charitable organizations; participation in commissions, boards, task groups, etc.; participation in governance (municipal, provincial, federal) as an elected or appointed official; improvement of the physical and/or social environment through engineering and other works.



Points Rating System for Evaluation of Submissions

Weighting of Selection Criteria

Peterborough Chapter AWARDS CATEGORY	Work-Related Achievements	Service to the Profession	Service to Society and the Community
Engineering Achievement Award	80%	15%	5%
Citizenship Award	10%	20%	70%

SELECTION PROCESS

Nominators will receive a written acknowledgment from the chapter Award Committee that the nomination package has been received.

The Award Committee will review all nominations carefully. Each nomination will be rated and ranked with all other nominations, based on the selection criteria. Please ensure your nomination package demonstrates contributions in the selection criteria of the appropriate award category.

Following this process, award recipients will be announced. If your nomination is successful, it is anticipated that the nominators and the awardee will wish to attend the presentation ceremony, and invitations will be sent to you.

Nominations may be submitted at any time during the year. Award presentations are made on an annual basis. Nominations submitted after the closing date will not be considered for that year's awards program.

Based on the quantity and quality of nominations, the Peterborough PEO Chapter reserves the right to present to any number of deserving recipients with a specific category, and in any one year the Peterborough PEO Chapter may choose not to present an awards in a specific category.

NOMINATION PROCEDURES

Nominations may be made by any member of Peterborough Chapter of Professional Engineers Ontario (PEO). Self-nomination is not allowed. *Current members of the chapter executive are exempted from nomination.* Current members of the Award Committee may not submit a nomination. All nominations must include the official form provided, which should be complete in all details.



The following steps may be helpful in preparing a nomination.

- Choose the appropriate category of award. Read carefully the terms of reference and categories for each award in this brochure and select your target award. This will largely dictate the kind of information you must gather to support your nomination. If you have questions, contact the chapter award committee.
- Recruit your nominating team. Each nomination must be signed by two nominators. At least one must be a PEO member, and both should be people directly affiliated with the area in which the nomination is being made.

Select nominators who, by virtue of their position and knowledge of the candidate, are likely prospects for your team. Each member of your nominating team should be prepared to assist in gathering information to support the nomination.

- Research your support data. Remember that the Awards Committee will base its decision primarily on the material you supply. Your support information must give a clear picture of your candidate's achievements and indicate the reasons for the nomination.
- Prepare a thorough nomination, but please note that **nomination packages must not exceed 10 pages in total, exclusive of the nomination form**. It is important that your nominee's worthiness for an award category be highlighted within the maximum permitted pages of the nomination package.

Nomination forms **must** be accompanied by detailed supporting evidence of the candidate's eligibility for the award, including references to the nominee's character and ethical standards, and factual information appropriate to the award. Include a complete outline of your candidate's career that addresses the selection criteria that apply to each award. In summarizing your candidate's career, be sure to illustrate the achievements that lift it above the career of any other engineer.

Supporting evidence must also include personal statements from the five nominators, explaining why the nominee deserves an award. **The most important single item in your package, nominators' statements, should be based on personal knowledge and include supporting details.**



Nomination packages may also include:

- Nomination form and not more than the permitted number of pages of supporting evidence;
- testimonials - letters of support from associates of your nominee, who are in a position to be aware of the nominee's credentials. Testimonials from non-engineers may be submitted, if appropriate;
- clippings - newspaper or journal accounts that illustrate your candidate's achievements; and
- photographs - which are particularly useful in illustrating a nominee's projects or work for technical awards.

Keep your target award in mind when preparing your nomination. If it is a technical award, ensure that all nominators' statements and data support this aspect of your nominee's career. Nominations need not contain proprietary information. If your target is the Citizenship Award, establish your nominee's engineering credentials, but also submit evidence of outstanding activities in the area of service to society and the community.

Evaluating nominations is a competitive and rigorous process. The Awards Committee will be applying the selection criteria and weighting outlined in the appropriate award category in their evaluation of each nominee. Nomination packages that omit or under-represent the appropriate award category's selection criteria and weighting may lower a nominee's rating relative to other worthy nominees in the same category.

- Submit your completed, maximum 10-page nomination package. The closing date for nominations is 4:00 p.m. Eastern Standard Time on the last **Friday of December**. Nominations submitted after the closing date will not be considered for that year's awards program but may be resubmitted with or without changes before the deadline for the following year's awards program. Once you are satisfied that your nomination package is complete, forward it to:

The Peterborough Chapter Awards Committee via email:
PTBO.PEO.Awards@engineer.com



NOMINATION FORM

Please attach one completed nomination form or photocopy to your nomination materials. Please print or type on nomination form (except for signature requirements). Nominations are considered to be made by the actual signers, even if representing a group of members. The first signed nominator will be considered the sponsor and will be the contact with the Awards Committee.

Peterborough Chapter of PEO Award Nomination Form

Nominee's Personal Information

Name (in full): _____

Residence Address: _____

Residence Telephone Number: _____

Business Address: _____

Business Telephone Number: _____

Present Occupation or Title: _____

University Degree(s): _____

Other Honours and Distinctions: _____

NOMINATIONS

We, the undersigned, hereby nominate _____, for consideration by the Peterborough Chapter of Professional Engineers Ontario for an award in the category of: *(please specify)*

Engineering Achievement Award:

Engineering Excellence

Young Professional

Lifetime Achievement

Citizenship Award:

For society betterment outside of an engineering context

For society betterment within an engineering context



Our nominee is a member in good standing of Professional Engineers Ontario, and we testify to the engineer's good character and high ethical standards. We, the undersigned, have read and understood the procedures and terms of reference for this award, and have read and do verify all supporting evidence attached to this nomination.

NOMINATORS (note - first signed nominator is considered the sponsor and main contact)

DATE: _____

1. Name: _____ PEO member: Y__ N__

Occupation: _____

Address: _____

Tel. (bus.): _____ (res.): _____

Signature: _____

2. Name: _____ PEO member: Y__ N__

Occupation: _____

Address: _____

Tel. (bus.): _____ (res.): _____

Signature: _____

