

## **GUIDELINES for the DISTINGUISHED THOMASIAN ALUMNI AWARD**

### **1. Nomination Guidelines**

- a. Each Member Alumni Association (Member-AA) in good standing may nominate a maximum of three (3) nominees for the Distinguished Thomasian Alumni Awards, and one (1) nominee for the Young Thomasian Alumni Award
- b. A nominee must be either (i) a graduate of any academic program of the University, or (ii) an associate alumnus/alumna who has completed at least two (2) years of study in any academic program of the University. However, incumbent Officers and Members of the Board of Trustees of the UST Alumni Association, Inc. (USTAAI), incumbent Presidents, Secretaries, and Treasurers of recognized UST Faculty, College, Chapter, or Regional Alumni Associations, and members of the USTAAI Distinguished Thomasian Alumni Awards Search and Selection Committee shall not be eligible for nomination during their incumbency.
- c. An alumnus or alumna may be conferred the Distinguished Thomasian Alumni Award only once. However, recipients of the Young Thomasian Alumni Award shall remain eligible for nomination for the Distinguished Thomasian Alumni Award.
- d. Nominees for the Young Thomasian Achiever Award must not exceed 39 years of age upon nomination.
- e. Member-AAs organized as Federations may nominate one (1) nominee for the Distinguished Thomasian Alumni Awards, and one (1) nominee for the Young Thomasian Alumni Award per division. However, the total number of awardees per Member-AAs should still not exceed three (3) Distinguished Thomasian Alumni Awards and one (1) Young Thomasian Alumni Award.
- f. In addition to nominations submitted by the Member Alumni Associations, the USTAAI may nominate a candidate upon the recommendation of the Chairman Emeritus.

### **2. Nomination Criteria**

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| <b>a. <u>Personal Qualities and Character</u></b>                                                                                                                                                                                                                          | <b>35%</b> |
| i. Exemplifies professional integrity both in public and private life                                                                                                                                                                                                      | 15%        |
| ii. Demonstrates active commitment to the mission, vision, and values of the Alumni Association, and his/her professional organization, and has consistently upheld the mission, vision, and values of the University through conduct, affiliations, and professional life | 10%        |
| iii. Functions in a spirit of camaraderie and partnership with his/her peers and other co-professionals                                                                                                                                                                    | 10%        |
| <b>b. <u>Competence and Effectiveness</u></b>                                                                                                                                                                                                                              | <b>35%</b> |

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| i. Distinguished accomplishments contributed substantially to the vision, mission, and objectives of his/her professional association and the university                                                                                        | 15%         |
| ii. National, regional, or international distinction in his/her professional field or through significant contributions to the advancement of the profession and involvement in socio-civic, cultural, or charitable activities                 | 10%         |
| iii. Effective leadership in advancing his/her professional association's capacity to carry out its mandates                                                                                                                                    | 10%         |
| <b>c. <u>Professional and Community Involvement</u></b>                                                                                                                                                                                         | <b>30%</b>  |
| i. Active participation in the activities of his/her professional association and related institutions                                                                                                                                          | 10%         |
| ii. Participation in community and civic initiatives through the development or implementation of programs and projects that promote collaboration among business, government, and non-government organizations in advancing his/her profession | 10%         |
| iii. Professional and Community Service Awards and Recognitions                                                                                                                                                                                 | 10%         |
|                                                                                                                                                                                                                                                 | <b>100%</b> |

### 3. Nomination Procedure

- a. Nominations should be made using the prescribed USTAAI Distinguished Thomasian Alumni Award Nomination, Executive Summary and Nomination Supporting Document Forms available at [www.ustalumniassociation.org/dtan2026](http://www.ustalumniassociation.org/dtan2026)
- b. The Search and Selection Committee of the member-AA will prepare electronic digital copy of each of the following:
  - i. Duly accomplished Nomination Form;
  - ii. Nominee's curriculum vitae with his/her most recent 2x2 photo;
  - iii. Executive Summary of the nominee's achievements, not to exceed three (3) pages with encoded texts using Times New Roman font, size 12, on A4-size bond paper; and
  - iv. Nomination Supporting Documents as deemed appropriate, such as diplomas, letters or certificates with their appropriate texts, encoded using Times New Roman font, size 12, on A4-size bond paper.
- c. The Search and Selection Committee of the member-AA will submit the electronic digital copy of the aforementioned documents to [ustaai.dtanawards@gmail.com](mailto:ustaai.dtanawards@gmail.com)

### 4. Selection Process

- a. Nominees' profiles are evaluated by a Search and Selection Committee composed of the following:
  - i. Chairperson of the Search and Selection Committee
  - ii. USTAAI Chairman of the Board
  - iii. USTAAI Chairman Emeritus

- iv. Three (3) USTAAI Board of Trustees
- v. Three (3) Representatives of Member-AAs
- b. The Search and Selection Committee submits the roster of qualified candidates to the Board of Trustees of the UST Alumni Association, Inc. for final review.
- c. The Search and Selection Committee notifies the recipients of the DISTINGUISHED THOMASIAN ALUMNI AWARD through a letter not later than 6 weeks from the date of the Awarding Ceremony.
- d. The recipients of the DISTINGUISHED THOMASIAN ALUMNI AWARD should be able to attend the ceremony and receive the award in person.