



Outstanding Sillimanian Award

Silliman University, Dumaguete City, 6200 Philippines

RATIONALE

The ideals of excellence, character and service as expressions of Silliman University's motto, "VIA VERITAS VITA" are exemplified and epitomized in the individual lives of the alumni, in their own special and unique way as individuals, professionals, and members of the community. The **OUTSTANDING SILLIMANIAN AWARD** (OSA), to be given during Founders Day, is designed to recognize these ideals in those who have gone through the Portals of the University. Silliman University, in coordination with the Silliman Alumni Association, Inc. (SAAI), commits itself to the active promotion of this award in the hope that these outstanding Sillimianians may become living exemplars of excellence, character, and service, thus keeping alive the SILLIMAN SPIRIT.

NOMINATION

1. Any alumnus of Silliman University may be nominated for the award, provided the nominee meets the criteria set forth below. However, incumbent officers and/or board members of the nominating or endorsing chapter and incumbent Executive Officers and members of the Board of Trustees of SAAI cannot be nominated for the Outstanding Sillimanian Award.
2. As defined by the SAAI by-laws, alumni are persons who hold an elementary or high school diploma, an academic degree, or studied at SU for at least one full year or for 30 academic units.
3. Anyone from the alumni or Silliman academic community may submit a nomination, but such nomination shall be coursed through the president of a recognized chapter, or an official appointed as such by the chapter, who shall ensure that the nominee is a lifetime member of the Silliman Alumni Association, Inc.
4. Every nomination shall have the official endorsement of the nominating chapter duly supported by a resolution of membership by its Board of Directors.
5. Only nominees who satisfy the fully prescribed criteria, particularly those under the "The Way, the Truth and the Life," shall be considered.
6. The alumni chapters concerned shall forward the Nomination Portfolios to the OSA Committee of the Silliman Alumni Association, Inc., Silliman University, Dumaguete

City by e-mail: saai@su.edu.ph with the subject "Nomination of (name of the nominee) for OSA (year)". Nominations which are not supported by all the required documents and signatures shall not be considered.

7. Chapters concerned must submit nomination portfolio with complete documents on or before 5 P.M. (Philippine Standard Time) November 30, prior to the year for consideration for the award.
8. All nominations shall be treated with utmost confidentiality and all persons participating in the selection process shall be required to sign a Non-Disclosure Agreement.
9. The overall OSA Selection is administered by the SAAI OSA Committee as stipulated in the By-Laws of the Association (Art. 10, Sec. 2, Paragraph 2).

SELECTION

1. The Screening Committee

The Screening Committee is composed of the following:

- Members of the Executive Committee of SAAI, except those representing a nominating chapter or is related to any nominee up to the sixth degree of consanguinity or affinity.
 - One member of the SU Board of Trustees, who is not a member of a nominating chapter or is related to any nominee within the sixth civil degree by reason of consanguinity or affinity.
- a. The Screening Committee shall review the Nomination Portfolios to determine full compliance with all the requirements.
 - b. When the nomination includes an academic dimension, (i.e. teaching), the nomination shall be referred to the Deans Conference and the Academic Council of the University for their evaluation.

2. Preliminary Selection Committee

- a. This Committee shall be composed of nine (9) members, as follows:

- 1 Member of the SU Board of Trustees
- 1 Dean/Director recommended by the SU Deans' Conference
- 1 Member from and recommended by the SU Academic Council
- 1 Faculty nominated by the Vice President for Academic Affairs
- 1 Staff nominated by the SU President
- 4 Alumni representatives elected and recommended by the SAAI Board of Trustees

The Committee shall elect a Chairperson from amongst themselves.

No member of the Preliminary Selection Committee shall be a member of a chapter with a nominee under consideration or is related to any nominee within the sixth civil degree by reason of consanguinity or affinity.

- b. When applicable, once the results from the Deans Conference and Academic Council are received by the Screening Committee, the Nomination Portfolios shall be endorsed to the Preliminary Selection Committee for evaluation of the qualifications of the nominees and preliminary selection.

The Preliminary Selection Committee shall endorse its recommendations for the Outstanding Sillimanian Award to the Final Selection Committee.

3. Final Selection Committee

- a. The Final Selection Committee shall be composed of the following :

SU President, Chairperson
SU Vice Presidents
1 member of the SU Board of Trustees
Members of the SAAI Board of Trustees
Director of the Office of the Alumni Affairs, *Ex-Officio*

Any member of the Final Selection Committee who is also member of a chapter with a nominee under consideration or is related to any nominee within the sixth civil degree by reason of consanguinity or affinity shall formally recuse himself/herself when the said nominee is under deliberation.

- b. The Final Selection Committee shall review the Nomination Portfolios of the recommended nominees and shall also review any of the other Nomination Portfolios as it may deem necessary and proper. The committee shall assess each nominee according to the prescribed criteria: The Way, The Truth, and The Life.
- c. Should there be any written opposition to any nomination brought to the attention of the SAAI OSA Committee at least 15 days prior to the meeting of the Final Selection Committee. The deliberation on the said nomination may be suspended until such time that the said opposition shall have been resolved.
- d. The Final Selection Committee shall submit to the SU Board of Trustees the final list of recommendees for the Outstanding Sillimanian Award for its confirmation.
- e. The decision of the Final Selection Committee shall be final and non-appealable.

NOMINATION PORTFOLIO

Each nominee must have a Nomination Portfolio. The Nomination Portfolio must contain the following documents and submitted in electronic form (PDF) to the OSA Committee of the Silliman Alumni Association, Inc.:

1. Nomination Form
2. Nominator's Form
3. Chapter Board Resolution
4. Nominee's Attestation
5. Nominee's Curriculum Vitae
6. Testimonials
7. Via Veritas Vita Profile of Nominee
8. Sworn Statement of No Conviction or Case Pending. Alternatively, a clean record attested by companies that do background checks.
9. Proof of SAAI Lifetime Membership

Guidelines for Completing the Nomination Portfolio

1. Fill-out the required forms using the standard Outstanding Sillimanian Award template. Forms may be downloaded from the website of the Silliman University Alumni Association, Inc.: <http://saai.org.ph/osa/>.
2. **Nomination Form:** Attach a scanned copy or image file of the Nominee's identification photo (2x2) set against a white background
3. **Nominator's Form :** Nominator must sign and fill-out the required information.
4. **Chapter Board Resolution:** An official endorsement of the nomination duly supported by a resolution of membership by the Board of Directors. For chapter officers who are relatives of the nominee, the chapter resolution shall be signed by all the officers and the resolution shall state that he/she took no part in the chapter nomination process.
5. **Attestation :** Nominee is required to affix his/her signature.
6. **Completed Curriculum Vitae** for the Nominee.
7. **Guide to completing Section E (Professional Output)** of Nominee's Curriculum Vitae:
 - i. Publications
 - ii. Presentations*
 - iii. Significant Works in Nominated Field – an option for non-academic, non-research fields such as business, entrepreneurship, the arts and other fields not normally having items i and ii as professional outputs*
8. **Testimonials** from three (3) disinterested persons, not related within the 6th civil degree by reason of consanguinity or affinity to the nominee. The testimonial **should**

be duly signed and dated and shall not exceed two pages. This must be submitted separately through electronic mail to saai@su.edu.ph or submitted in a sealed envelope and sent by courier to:

OSA Committee
Silliman Alumni Association, Inc.
Silliman University
Dumaguete City

9. **Via Veritas Vita Profile** of the Nominee
10. **Portfolio Size:** Should not exceed thirty (30) pages excluding the testimonials in short bond paper using font type: Arial with font size 12.
11. The OSA Nomination Portfolio **must be submitted in PDF searchable file**
12. Only the nominating or endorsing chapter is authorized to electronically submit the completed OSA Nomination Portfolio to saai@su.edu.ph, Attention: OSA Committee
13. **Proof of SAAI Lifetime Membership:** A scanned copy of the Nominee's Lifetime Membership Card.
14. The deadline for submission of complete documentary requirements shall be strictly implemented. No additional required documents shall be accepted after the deadline. Deadline for submission is 5 P.M. PhST of November 30, prior to the year for consideration for the award.
15. A chapter may re-nominate a candidate using the prescribed Nomination Portfolio for the current year.