

**BEAVERBROOK SCHOLARS  
SELECTION COMMITTEE  
OUTLINE OF POLICY AND PROCEDURE**

Originally written in 1997 by:

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Chair, Beaverbrook Scholars Committee 1997

Amended April 3, 2002; March 29, 2003; March 27, 2004;

April 8, 2006; November 19, 2008; March 28, 2015; August 9, 2018; March 25, 2019

(1) POLICY:

In March the Chair of the Beaverbrook Scholars Committee is contacted by the Director, Undergraduate Awards at UNB and advised that a list of candidates has been compiled.

The Awards Office develops the list of candidates by using the following criteria which have been designated as essential by our Committee:

1. The candidate must be outstanding academically.
2. The candidate must have a good extra-curricular profile demonstrative of leadership abilities.
3. Financial need is an important consideration.

New for 2019/20, students admitted to UNB under the Grade 11 Pilot Program within the Faculty of Science will be eligible to be considered for the Beaverbrook Scholars Award. The pilot program has been approved for two years. The Senate approved admission criteria for these students is as follows:

- (i) minimum Grade 11 guideline of 95% average in science subjects (Chemistry 112, Pre-Calculus 110, and one of Physics 112, Biology 112, Geology 112) and a recommended minimum of 95% in English 112, or equivalent or higher (such as IB, AP etc.);
- (ii) up to one-page statement by prospective students describing their background, interests, and why they wish to apply for early admission;
- (iii) a reference letter from a teacher or guidance counselor;
- (iv) an interview to directly assess achievement and maturity.

The screening process done by the Awards Office has two components:

1. Scrutiny of material submitted in writing re candidates;
2. Via telephone contact with school authorities to confirm the student's background.

The number of potential candidates who represent the best and brightest New Brunswickers who also demonstrate financial need can vary from year to year but usually will be in the range of 15-25 persons.

The Chair of the Beaverbrook Scholars Committee then contacts a number of scholars to meet and review the candidate profiles. Following the Procedure outlined on Page 2 of this document, this committee chooses **eight (8)** qualifying candidates for the Beaverbrook Scholars Awards. The candidates are ranked. This procedure provides alternates without the committee having to reconvene in the event our first three choices decline to accept the awards. The Committee members who review the candidate profiles make their individual assessments and rank the candidates. A mathematical process of elimination is utilized. Ultimately in this manner consensus is achieved by the committee and the new scholars chosen on their merit.

(2) PROCEDURE

1. Arrange for Committee Meeting - Chair presides. The seating of the committee members should be displayed on an easel or board, to assist with the selection procedure.
2. Briefing as to candidates by Director, Undergraduate Awards to supplement the printed materials provided. The reported information includes:

Name, Sex, County, School, Faculty, Campus, Rank in Class, Admission Average, Adjusted Average to Reflect Enriched Coursework (Scholarship Average), Family Income and Number of Dependents, Number of Parents' Dependents at University, Activities. Each candidate is given a letter identifier, i.e. Candidate A, Candidate B, etc. (See Appendix I)

The Director, Undergraduate Awards is able to provide additional opinion from principals, guidance counselors and teachers for each of the candidates.

3. Questions from committee members are directed to the Director, Undergraduate Awards.
4. Chair asks committee members each to select their top 8 – these are not ranked. (See Appendix II)
5. Chair records how many votes each candidate receives.
6. The eight candidates who receive the most votes advance to the next round. In the event of a tie for the 8th spot, all the candidates tied for #8 will move to the next round.
7. Chair asks committee members to rank the eight candidates from 1 to 8 with 1 being the top candidate. (See Appendix III)
8. Chair totals the rankings for each candidate. The results in ascending order become the ranking of the candidates, from the lowest total being the number one candidate. In the event of a tied score amongst two or more candidates in this "top 8" list, the Chair requests an additional vote from committee members. Each committee member is asked to rank only candidates involved in the tie, and the totals for each candidate are tallied. The results in ascending order become the new ranking within this "subgroup." The subgroup is inserted back into the "top 8" to create a clear and final ranking of all candidates. (Note: If necessary, the tie-breaking procedure can be repeated until no ties remain amongst candidates. If deadlocked, the Secretary would be added to the committee and given a vote.)

**Appendix I – Information Sheet** to be distributed by the Undergraduate Awards Office prior to the meeting:

Candidate	Rank in Class	SA	AA	Financial Situation	Activities
A					
B					
C					
D					
...					

**Appendix II – Selection Sheet.** At the time of the meeting, the Committee members’ names are to be put in the boxes across the top, beginning with the Chair, and their eight selections beneath their names.

First Vote	Chair	Member 1	Total
Candidate A	1		1
Candidate B	1	1	2
Candidate C		1	1

**Appendix III – Ranking Sheet.** After the selection of the top eight, the Committee members are to rank them. The Committee members’ names are to be put in the boxes across the top, beginning with the Chair, and their rankings beneath their names.

Top Eight selected by Cttee	Chair	Member 1	Total
C	2	3	5
H	1	5	6
L	4	6	10

M	6	4	10
R	3	1	6
T	5	2	5
A	7	8	15
D	8	7	15

Recipients in this example would be C and P and a discussion and vote would take place on H and N, with one student being a recipient and the other being an alternate. The other two alternates would be L and M.