

BGSU Firelands Governance Document Policy	Recognition and Awards	Distinguished Classified Staff Award Committee
Approved by:	Date Revised May 4, 2016	FC 7221

VOTING MEMBERS:

- Three BGSU Firelands classified staff members, including the past year's recipient
- One member elected from the BGSU Firelands Administrative Staff Council
- One faculty member elected from among the BGSU Firelands faculty
- One BGSU Firelands student representative selected through Student and Campus Activities

The most recent award recipient will serve on the committee. If the most recent recipient is unavailable to serve, then the classified staff will select a member after nominations are made to fill the vacancy.

The recipient of the classified staff award from one year prior shall chair the committee. (Notation: Commencement stage chairing is as follows: The 2015-16 chair will be selected by the classified staff. In 2016-17, the Distinguished Classified Staff Award winner from 2015-16 shall chair the committee for 2016-17.)

PROCEDURE

Chair

Receive the names of nominees from Student and Campus Activities prior to the committee's first meeting. (The deadline for nominations shall be in conjunction with the award deadlines for the recognition program.)

Certify that a candidate satisfies eligibility for nomination.

Send letters to all valid candidates congratulating them on the importance of being recognized for their work and notifying them that they shall receive a framed certificate at the Recognition Program.

Nominees shall be given the option of having their name announced at the Recognition Program, where the monetary award and plaque will be presented. Selection of the award recipient will be announced at the Recognition Program.

Notify the office of Student and Campus Activities by the third Friday of March of the nominees and winner.

Committee

Reviews criteria and studies nomination, discusses the qualifications of each candidate, votes by ranking each nominee based on the Distinguished Classified Staff Award nominee rubric. If there is a tie at this level, the finalist receiving the higher number of quality points shall receive the award.