

<b>BGSU Firelands</b> Governance Document Policy	Recognition and Awards	Staff and Alumni Awards
Approved by:	Date Revised 3/6/2020	<b>FC7121</b>

**Purpose**

The committee is responsible for awarding the Distinguished Administrative Staff award, Distinguished Classified Staff award and the Distinguished Alumni award.

**VOTING MEMBERS:**

- Two BGSU Firelands administrative staff members, including the past year's recipient
- Two BGSU Firelands classified staff members, including the past year's recipient
- Faculty Chair
- One faculty member elected from among the BGSU Firelands faculty
- One BGSU Firelands student representative selected through Student and Campus Activities

The recipients of the administrative staff award and classified staff award from one year prior shall co-chair the committee.

**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 awards 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 respective rubrics (if any). If there is a tie at this level, the finalist receiving the higher number of quality points shall receive the award.

DocuSigned by:

Andrew James Kurtz

Approved by:

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