## UNIVERSITY AWARDS AND HONORARY DEGREES

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#### OUTSTANDING COLLEGE/SCHOOL TEACHING AWARDS
DESCRIPTION:
These awards are given each year to the most outstanding University teacher as selected by the undergraduate college or school. The awards are sponsored by the University System and carry a cash stipend.

CRITERIA:
1. Full-time tenured faculty member, including department chairpersons.
2. At least seven years of teaching experience at NCA&TSU with demonstrated excellence over a sustained period of time. Teaching effectiveness shall include evidence of non-classroom involvement to include advisement, student organization sponsorship and related activities.
3. Meet Board of Governor’s Award for Excellence in Teaching criteria and be willing to be a candidate for that award.
4. Complete required documentation to be considered for the Board of Governors’ Award for Excellence in Teaching.
5. Previous winners are eligible for this nomination.

PROCEDURE:
1. Be nominated by faculty, students, administrators or alumni using the NCA&T State University "Nomination For An Award" form.
2. Complete portfolio of materials for undergraduate college/school selection committee appointed by the dean. The portfolio must include:
   • A brief written statement (approx. 4 pages), which articulates the nominee's teaching philosophy and pedagogical methods and innovations used to achieve educational goals.
   • Copies of syllabi and other relevant course materials from three different courses that the nominee has taught.
   • A summary of student ratings of courses that have been evaluated over the previous two years.
   • Copies of peer teaching evaluations.
   • A copy of the nominee's resume (no more than four pages).
   • Letters from three colleagues, the department chair, dean and two former students of the nominee.

   The portfolio shall be developed in a professional manner, limited to sixty pages of double spaced print type on one side of the sheet.

SCHEDULE:
1. A representative college/school faculty committee appointed by the dean....August to November 7
2. Portfolios submitted to the college/school committee.................................November 7
3. Winners identified by college/school and approved by the dean with materials forwarded to the to the University Awards and Honorary Degree Committee ..............November 9
4. The University Awards and Honorary Degree Committee forwards these materials to the Academy for Teaching and Learning ..................................................November 11
5. Winners recognized at the Spring Honors Day Convocation.................................Spring

AWARD:
1. College/school teaching award plaque.
2. $1,000 University stipend
3. Recognition at the University Honors Day activities.
BOARD OF GOVERNORS' AWARD FOR EXCELLENCE IN TEACHING

DESCRIPTION:
This award is given by the University System's Board of Governors annually to the most outstanding North Carolina A&T State University faculty member. The recipient is chosen from the College/School winners for the year and will become the institution's nominee to General Administration. The award is sponsored by the University System and carries a cash stipend.

CRITERIA:
1. Winners of the College/School current year awards shall form the pool of nominees for this award.
2. Portfolios used to award College/School winners form the basis by which the University's Awards and Honorary Degrees Committee will make recommendations for this award.
3. The Committee may also collect additional data on each finalist's teaching effectiveness, including evidence such as:
   - Videotaping of classes
   - Direct classroom observations by Committee members
   - Telephone surveys of alumni and of students currently enrolled in the instructor's classes
4. No faculty member will be eligible to receive this award more than once while teaching at any UNC institution.

PROCEDURE:
1. Portfolios for College/School teaching award winners forwarded to Chair of the University's Awards and Honorary Degrees Committee.
2. The Committee reviews materials and gathers data.
3. The Committee makes recommendations to the Chancellor for endorsement.
4. Selected individual's portfolio reviewed and updated for submission to the Board of Governors.

SCHEDULE:
1. University Awards and Honorary Degrees Committee receives all College/School winners' portfolios. November 9
2. The University Awards and Honorary Degree Committee forwards these materials to the Academy for Teaching and Learning. November 11
3. The Academy for Teaching and Learning reviews materials and gathers additional data. Nov. 13 – Jan 15
4. The Academy for Teaching and Learning makes confidential recommendations to Chancellor. January 16
5. The University's winner's portfolio is forwarded by Chancellor to the President of the University. January 1-31
6. Board of Governors makes system-wide Board of Governors' Awards for Excellence in Teaching. Spring
7. Chancellor announces winner at Commencement. May
8. Awards materials returned to campus and placed in University's library for display. June

AWARD:
1. Board of Governors' $7,500 stipend and framed citation at a special UNC Board
awards luncheon.

2. Recognition at the University's May Commencement
OUTSTANDING UNIVERSITY ADMINISTRATOR AWARD

DESCRIPTION:
This award is given annually to recognize the most outstanding full-time university administrator for service to the University. The award is sponsored by the University and carries a cash stipend.

CRITERIA:
1. Demonstrated excellence over a minimum of three years in his/her administrative position discipline, ability to plan, execute and successfully implement goals of the University.
2. Outstanding service over and above his/her primary assignments.
3. Outstanding achievement as evidenced by participation in professional organizations and activities; further study and/or professional certification and by honors and awards received.
4. Specific exceptional services to the community, state, region or nation.

PROCEDURE:
1. Be nominated by faculty, students, administrators or alumni using the NCA&T State University "Nomination for an Award" form.
2. Nominator must submit statement of why the nominee deserves the award, submit a brief resume, and supporting documentation (recommendation letters, endorsements, etc.) to support the nomination. The complete document to include supporting information should not exceed 20 pages.
3. The document shall also include a letter of support from the administrator's immediate supervisor.
4. Committee makes confidential recommendations to Chancellor for endorsement.

SCHEDULE:
1. Submission of nominations and supporting materials from faculty, students, administrators and alumni to Awards Committee..........................................................November 7
2. Committee reviews material and gathers data............. December 3 – January 4
3. Committee makes confidential recommendation to Chancellor............... Jan.7
4. Winner recognized at Spring Honors Day Convocation

AWARD:
1. University Administrator's Award plaque.
2. $500 stipend.
3. Recognition at the University's Honors Day Activities.
OLIVER MAX GARDNER NOMINATION

DESCRIPTION:
This award is given annually by the Board of Governors of the University of North Carolina to a faculty member who "has made the greatest contribution to the welfare of the human race." Each of the sixteen universities is invited to nominate an individual from its campus. The award has been given since 1949 and "...those chosen in the past have been persons who have made notable contributions of national or international scale, or persons whose contributions, although local, have served as models nationally or internationally."

CRITERIA:
1. Recent national or international contribution to the welfare of the human race or is a model for national or international community.
2. Hold faculty rank including instructor and engages in teaching in any unit of the institution.
3. Be willing to work with the Committee and Vice Chancellor of Academic Affairs Office to collect and develop a booklet which includes (a) biographical data, (b) a narrative statement of the nominee's contributions, and (c) any supporting materials that enhance the booklet.

PROCEDURE:
1. Be nominated by faculty, students, administrators or alumni of NCA&T State University using the NCA&T "Nomination for An Award" form.
2. Nominations are received and reviewed by the Committee and the Chancellor.
3. The Committee selects a candidate and informs the individual.
4. The Individual working with the Committee and Vice Chancellor for Academic Affairs Office develops booklet for submission.

SCHEDULE:
1. Nominations made and received by University Awards and Honorary Degrees Committee................................................................. December 4
2. Committee submits nomination to Chancellor................................. December 8
3. Booklet developed and submitted to Office of the Secretary of the University................................................................. February 1
4. Winner chosen by the Board of Governors and award presented............. May

AWARD:
1. The University of North Carolina Oliver Max Gardner Award.
2. Recognition of recipient, family and friends with the Gardner family at the May meeting of the Board of Governors.
DISTINGUISHED SERVICE AWARDS

DESCRIPTION:
This award(s) is given annually to recognize a non-University affiliated person for distinguished service or contribution made directly or indirectly to the enhancement of the University.

CRITERIA:

1. Demonstrated leadership and outstanding achievement in public and private sectors.
2. Exceptional specific services rendered towards the enhancement of the University.
3. Timelines and appropriateness of the award should be considered.
4. Demonstrated public service involvement recognized in regional, national and international sectors.

PROCEDURE:

1. Be nominated by faculty, staff, and administrators of the University using the NCA&T State University "Nomination For An Award" form.
2. Nominator must submit a statement of why the nominee deserves to be honored and a brief resume for the nominee.
3. The Committee reviews the materials and makes recommendations to the Chancellor.
4. Committee Chair files informational report with the Faculty Forum.

SCHEDULE:

1. Nominations received by the Committee......................................................March 5
2. Committee reviews materials and gathers data.......................March 5 – March 10.
3. Committee makes recommendations to the Chancellor...............March 28
4. Chair makes informational report to Faculty Forum..................Spring Meeting

AWARD:

1. Distinguished Service Plaque.
2. Recognition at the University’s May Commencement Program.
HONORARY DEGREES

DESCRIPTION:
This award is given annually by the University as a whole to recognize individuals who have achieved national or international prominence.

CRITERIA:
1. Eminent achievement which has brought to the candidate regional, national or international stature.
2. Exceptional service to North Carolina A&T State University, the state, the region or the nation.
3. Timelines and appropriateness of the award.
4. Nominee must be present for the awarding of the degree.

Honorary degrees will not be awarded to employees receiving compensation from or controlled by any of the units of the University of North Carolina at the time of the award. Honorary degrees may be awarded posthumously.

PROCEDURE:
1. Be nominated by faculty, staff, administrators or alumni associated with the university using the NCA&T State University "Nomination For An Award" form.
2. Nominator must submit a brief resume of the nominee's career and supporting documentation (news reports, major appointments, letters of endorsement, etc.) to the University's Awards and Honorary Degree Committee.
3. The Committee reviews materials and makes recommendations to the chancellor for endorsement.
4. Faculty Forum votes on each recommendation.
5. Chancellor submits faculty approved candidates to the Board of Trustees for approval.

In emergency situations which may arise, the Chancellor will seek faculty forum executive committee approval before submitting to the Board of Trustees.

SCHEDULE:
1. Nominations received by the Committee..............................Oct. 3/ March 5
2. Committee reviews materials, gathers data and makes recommendations to the Chancellor.................................................................Oct. 19/March 21
3. Committee develops nominations to include a short statement relating to the nominee and presents the nominee for University faculty approval.................................................................Faculty Forum Meeting
4. Board of Trustees approves nominees......................Third Wednesday in Nov/April

AWARD:
1. The Honorary Doctoral Degree
2. Recognition at the University's December/May Commencement Program.
ALUMNI EXCELLENCE AWARD

DESCRIPTION:
This award is given each year to an alumnus for outstanding contributions to NC A&T State University.

CRITERIA:
1. At least one earned academic degree from North Carolina A&T State University.
2. Outstanding achievement in a professional or chosen field of endeavor.
3. Achievement which has brought local, state or national recognition to the alumnus.
4. Outstanding service rendered in support of alumni and/or University programs at the local, regional or national level.

PROCEDURE:
1. Be nominated by faculty, students, administrators, or alumni using the NC A&T State University "Nomination For An Award" form.
2. Nominator must submit a statement of why the nominee deserves to be honored and a brief resume of the nominee.
3. All completed nominations shall be forwarded to the Office of Alumni Affairs for verification of status.
4. Alumni Director forwards all eligible nominations and related documents to the University Awards and Honorary Degrees Committee for review.
5. University Committee reviews materials and makes recommendations to the Chancellor.
6. Committee Chair files informational report with the Faculty Forum.

SCHEDULE:
1. Nominations with complete package are received by the Alumni Director. .................................................................March 13
2. Alumni Director forwards eligible nominations to the Awards and Honorary Degrees Committee....................................................March 17
3. Committee reviews materials and makes recommendations to the Chancellor ........................................................................March 24
4. Chair makes informational report to Faculty Forum ..................Spring Meeting

AWARD:
1. Alumni-of-the-Year plaque.
2. Recognition at the University's May Commencement Program.
NOMINATION FOR AN AWARD  
North Carolina A&T State University

1. Nominee ____________________________________________  
(Mr., Mrs., Ms., Dr.)

Home Address ____________________________________________  
City ____________________________

State__________ Zip ____________ Telephone ____________________________

Business Address ____________________________________________  
City ____________________________

State__________ Zip ____________ Telephone ____________________________

2. Category of Award (Check One)

☐ Outstanding School/College Teaching
☐ Board of Governor’s Award for Excellence in Teaching
☐ Outstanding Administrator (Documentation must be attached)
☐ Oliver Max Gardner Nomination
☐ Distinguished Service Award
☐ Alumni Excellence
☐ Honorary Degree
☐ Human Rights Medal

3. Nominator:  ☐ Faculty  ☐ Staff  ☐ Student  ☐ Administrator  ☐ Alumnus

Please attach a narrative on why you feel that the above-named person deserves consideration for the designated award.

Signed ____________________________  Date____________________
(Nominator)

Address ____________________________________________  City ____________________________

State ____________ Zip ____________ Telephone ____________________________
NOTE: Attach a copy of the nominee’s resume and any supporting documents relative to his/her accomplishments (consult the written criteria for the appropriate award). Forward nomination form and relevant documents to:

Committee on Awards and Honorary Degrees
North Carolina A&T State University
Craig Hall, Room 401
Greensboro, NC 27411
Telephone: 336/334-7632    Fax: 336/334-7233