



## ALUMNI AWARDS GUIDELINES

The College of Humanities & Behavioral Sciences (CHBS) Advisory Board will establish a Selection Committee to evaluate and process candidates for the CHBS Alumni Award and the CHBS Posthumous Alumni Award. The Selection Committee will consist of five members from the Advisory Board appointed at the CHBS Advisory Board annual meeting. Each member will serve for a period of one year, ending October of each year. The guidelines and process for the CHBS Awards are subject to review and revision annually as deemed appropriate by the Selection Committee, and/or the Dean of The College of Humanities & Behavioral Sciences. The Selection Committee may make grammatical, stylistic and other non-substantive changes without review by the CHBS Advisory Board. If a date contained in these Guidelines falls on a state holiday, federal holiday or a weekend day, the date will be changed to the first business day following that date.

### A. Identifying potential CHBS Candidates

- The CHBS Dean's Office will post an announcement each October, drafted by the Selection Committee, for the submission of the names of potential candidates for the annual CHBS Alumni Awards. The announcement will be posted on the Radford University website, Alumni page, Radford University Facebook page, and any appropriate social media websites by the CHBS Dean's Office. An example of the announcement follows:

*"The Radford University College of Humanities & Behavioral Sciences is seeking to honor Alumni who have become leaders in their respective fields of endeavors/profession; and/or have become leaders in their communities and/or who have consistently supported or mentored Radford University students. A posthumous award will also be given to an Alumnus who had distinguished lifetime work. *The individual must have a demonstrated connection/affiliation to the College of Humanities & Behavioral Sciences, past or present.*"*

(THE ANNOUNCEMENT ABOVE WILL BE POSTED TO GRAB ATTENTION  
THE FOLLOWING DETAILED INFORMATION WILL FOLLOW)

## THE COLLEGE OF HUMANITIES & BEHAVIORAL SCIENCES ANNUAL ALUMNI AWARDS

The College of Humanities & Behavioral Sciences (CHBS) Advisory Board Selection Committee was formed to recognize a Radford University graduate who has given back to the University and/or has distinguished life's work. The Selection Committee will consider two award areas: (1) a CHBS Alumni Award and (2) a Posthumous CHBS Alumni Award. One Alumnus in each category will be honored during Homecoming each fall. If suitable candidates are not identified, the Selection Committee is not obligated to recommend candidates for the award in either one or both categories that year. *The individual must have a demonstrated connection to the College of Humanities & Behavioral Sciences, past or present. However, alumni who are current members of the CHBS Advisory Board or who have served on the CHBS Advisory Board in the preceding three calendar years are not eligible for the Award.*

### **(1) CHBS Alumni Award**

The following criteria will be utilized to select candidates based upon post-graduate activities (not activities while a Radford University student):

- a) Alumni with a consistent record of engagement and support for CHBS and/or Radford University in general. Examples include, but are not limited to, an Alumnus who has participated in, hosted or sponsored Radford University activities on/off campus or volunteered in activities to promote CHBS and/or Radford University.
- b) Alumni with a high profile and/or who has been a transformational leader in their community, and/or has a distinguished professional career.
- c) Alumni who have consistently committed to assisting Radford University students. Examples include, but are not limited to, mentoring, developing internships, placing students in internships, and/or helping students network for career placement/jobs.

Any Radford University Alumnus may nominate a candidate for this award as long as the individual meets one of the three criteria above, and is a graduate of Radford University. *The individual must have a demonstrated connection/affiliation to the College of Humanities & Behavioral Sciences, past or present. Self-nominations are permitted.*

### **(2) CHBS Posthumous Alumni Award**

The following criteria will be utilized to select candidates:

- a) A Posthumous Alumnus who had a distinguished career or was recognized for professional achievements, such as a lifetime's work with a record of contributions in a specific field of work or study.
- b) A Posthumous Alumnus with a record of humanitarian achievements or

contributions, i.e. an individual who has promoted/improved human welfare or social reforms; a philanthropist.

- c) A Posthumous Alumnus who was recognized for an act of bravery, i.e. a documented public recognition wherein the individual acted above and beyond action expected in the situation.

Any person within or outside of the Radford University community may nominate a candidate for the Posthumous Alumni Award. Only one of the above criteria must be met, however, the posthumous individual must have been a graduate of Radford University and *must have a demonstrated connection/affiliation to the College of Humanities & Behavioral Sciences, past or present.*

All nominating individuals must complete and electronically submit the below “**CHBS ALUMNI AWARD NOMINATION RESUME**”, with supporting documentation. Nomination Forms *will not be accepted* without the supporting documents. Nomination Forms will be accepted beginning November 1<sup>st</sup> and must be electronically received before close of business on February 15<sup>th</sup>.

#### **B. Receipt of nominations**

- The nominating individual must complete and submit the following “**CHBS ALUMNI AWARD NOMINATION RESUME**,” to the CHBS Dean’s listed representative (Assistant to the Dean) email address (email to be provided) between November 1<sup>st</sup> and February 15<sup>th</sup>.
- The CHBS Dean’s listed representative will then forward the nomination forms to designated members of the Selection Committee.

#### **C. Selection of the candidates and the number to be considered**

- It is recommended that up to five of the most qualified candidates from each category be selected for verification/confirmation of criteria described. The CHBS Dean will be afforded the opportunity to review and approve the selected potential candidates prior to the candidates’ verification process. The Dean will determine which candidates shall move forward to the Selection Committee for consideration.

#### **D. Verification of the candidates’ record/qualifications will be conducted by the Selection Committee**

- Review and verification/confirmation process of candidates will be conducted between February 15<sup>th</sup> and March 31<sup>st</sup>, utilizing Radford University’s established protocol.
- The Selection Committee is responsible for verifying and confirming the candidates’ records and making an evaluation of the candidates to determine which, if any, should be forwarded from the Selection Committee to the CHBS Dean’s Office for final review/approval. Those candidates recommended by the

Selection Committee and approved by the CHBS Dean's Office will then be submitted to the Advisory Board for voting as "Nominees".

**E. Voting on the Nominees.**

- By April 15<sup>th</sup> of each year, the CHBS Dean's Office will email all CHBS Advisory Board members a list of the nominees (including their record/qualifications or a summary thereof) and request electronic voting.
- Voting will end by close of business on May 15<sup>th</sup>.
- The CHBS Dean's designated individuals will tally the results and electronically notify the CHBS Advisory Board via email. One individual for each award may be selected annually. If suitable candidates are not identified, the Selection Committee is not obligated to make an award in either one or both categories that year.

**F. CHBS Alumni Award Notification**

- The CHBS Dean or designated official will contact the Award Recipients and advise them of their selection by the end of May.

**G. Costs/Expenses for Recipients**

- The CHBS Dean's office will reimburse/cover hotel accommodations for one night up to 150% of the State of Virginia allowed rate for the Award Recipient to attend the presentation at Radford University.
- The Posthumous Award will be given to a family member of the Radford University Alumnus, or designee. The CHBS Dean's office will reimburse/cover hotel accommodations for one night up to 150% of the State of Virginia allowed rate for the Recipients' representative.

The Award Recipients will be honored at Radford's Annual Fall Homecoming and will be presented with a plaque by the CHBS Dean or his/her designee. In addition, the Award Recipients' names will be prominently displayed in the CHBS Building.