

Global Awards Committee Guidelines

[NACADA Vision, Mission & Strategic Goals](#)

2018-19 Goals for the Global Awards Committee

Function

The Global Awards Committee is part of the [NACADA Administrative Division](#) and coordinates the distribution of information, solicitation of nominations, selection of recipients, and the awards presentations of all Global Awards including Pacesetter, Virginia Gordon, Service to NACADA, Leading Light, Leigh Shaffer, Outstanding Advising, Outstanding New Advisor, Outstanding Programs, Advising Technology Innovations, various event Scholarships and NACADA Scholarships, Student Research and Campus Awards acknowledgement.

Annual Duties:

- Coordinate the Global Awards program including reviewing requests for new awards/scholarships and reviewing and updating existing awards/scholarships to ensure timeliness and relevance to members. Make modifications to awards/scholarships as appropriate to meet the NACADA vision, mission and strategic goals.
- Distribute information on applications/nominations and market awards/scholarships to the NACADA membership.
- Gather readers and educate them on the review process.
- Select recipients after review with implemented scoring mechanisms (rubrics).
- Ensure that committee appointments reflect the geographic, ethnic, and institutional diversity of NACADA.
- Conduct the awards presentations at the Annual Conference Awards Ceremony.

Responsibilities of All Members

1. Annual committee meeting

- a. **Who/When** – All committee members are expected to attend the yearly meeting at Annual Conference (which generally takes place in early October) and contribute to the discussion as needed. The exact day and time of the meeting varies and is determined by the Annual Conference coordinator, but meetings may be held on “pre-conference” day.
- b. Business that needs to take place at this meeting will vary from year to year, but the following will be needed every year:
 - i. Awards statistics for committee review supplied by the EO Liaison
 - ii. Subcommittees named every two years
 - iii. Goals for the coming year discussed
 - iv. Awards Ceremony and volunteer areas needed

v. Acknowledgement of outgoing and incoming committee members

2. Online meetings

- a. All members are expected to attend any online meetings called by the Chair and give input to the conversation as needed. Meetings will be recorded for later viewing and feedback may be given to the Chair and EO Liaison outside the designated meeting time.

3. Subcommittee(s)

- a. Subcommittee contributions all support the committee's mission. As the needs of the association change, so do subcommittees and their efforts, but all committee members are expected to serve on at least one of these groups during a given term.

Responsibilities of the Chair (in addition to those listed under "All Member" responsibilities)

1. Annual business meeting preparation and facilitation

- Over the summer, the Chair works with the Past Chair, Incoming Chair (when appropriate), and the EO Liaison to develop the Agenda for each year's Annual Conference business meeting, and then facilitates the meeting during conference.

2. Administrative Division meetings

- The Chair is expected to attend (in person) the yearly Administrative Division Meeting (which generally takes place during the afternoon on the day prior to the Annual Conference "pre-con" day), as well as online meetings as called by the Division Representatives throughout the year (via Zoom). The Chair will communicate information gleaned from these meeting to committee members as appropriate.

3. Committee Member identification/recruitment

- The Chair works with the EO Liaison (and the Incoming Chair when appropriate) to identify and recruit potential new committee members.
- Identification of potential new members should be ongoing and potential members shared with the EO Liaison. Recruitment may begin during the Annual Conference meeting or any time thereafter. Recruitment for the term that will begin in October should be complete by April 1st and posted to the web by April 15th to give the Conference Coordinator adequate time to schedule meetings.

4. Subcommittees

- The Chair serves on all subcommittees, but may appoint Chairs for these groups as appropriate.

5. Committee Chair recruitment

- The Chair works with committee members and the Executive Office Liaison to promote the role of the Global Awards Committee Chair to any potential future candidates that meet the specified criteria. Nominations are made in early fall for February elections.

6. Reports

- The Chair provides written reports of committee activity to the Administrative Division and shares this information with the committee members.
- Reports are submitted at least twice annually, as called for (generally post-Annual Conference and summer update).

7. Awards & Scholarship Review/Selection

- The Chair may choose to review/read applications/nominations and score them according to the specified criteria or rubric for any number of awards/scholarships in a given year.

- The Chair makes final selections based on reader/reviewer feedback in all Global Awards/Scholarship categories except for those assigned to a subcommittee Chair. The Chair may opt to be a reader/reviewer for any categories assigned to a subcommittee.

8. Other

- The Chair facilitates committee discussion on issues via listserv, email, conference calls, and/or online meetings, as needed.
- The Chair works with the Executive Office staff on any additional issues that need attention or discussion.

Responsibilities of the Past Chair

(in addition to those listed under “All Member” responsibilities)

1. Transition

- The Past Chair assists the new Chair with any transition issues and provides historical context information, as needed. The Past Chair is asked to remain on the committee as such for a two-year term and is welcome to participate on subcommittees and in the review process.

Responsibilities of Incoming Chair

(in addition to those list under “All Member” responsibilities)

1. Administrative Division meetings

- The Incoming Chair is expected to attend any online meetings called by the Division Representatives from the time of election, and to attend (in person) the Administrative Division Meeting at Annual Conference that is held a few days prior to assuming the Chair position (this generally takes place during the afternoon on the day prior to “pre-con” day), as well as any other training session requested by the Admin Division Rep.

2. Annual business meeting

- Once elected, the Incoming Chair is added to the committee listserv and is copied on relevant Chair communications in order to become familiar with the scope of the role and the issues facing the committee.
- The Incoming Chair may opt to join subcommittees to become familiar with their workings and related issues that may be relevant for their future term.
- In late summer, the Incoming Chair works with the Chair and the EO Liaison to develop the agenda for the Annual Conference meeting, and then is expected to attend that meeting, at the end of which the “gavel” is passed from Chair to Incoming Chair. The Incoming Chair may be asked to assist in facilitating that meeting as their interest and time allows. However, it is the primary responsibility of the outgoing Chair to fulfill this commitment.

3. Committee member identification/recruitment

- If the election is completed in time, the Incoming Chair works with the Chair and Executive Office to identify and recruit potential new committee members for the coming term.

4. Reading/reviewing for awards and scholarships

- As time allows, the Incoming Chair is encouraged to review various awards and scholarships so that they are familiar with this process.

Committee Membership Details

Service to the Global Awards Committee begins after the completion of the Annual Conference Committee business meeting.

Section 1. Chair

The Chair of the Awards Committee is elected by the NACADA membership to serve a two-year term during odd year election cycles. The Chair begins their term after the completion of the Annual Conference Committee business meeting AND the Annual Conference Awards Ceremony. In the event the Chair resigns from their position, a replacement will be selected by the Executive Office and approved by the Awards Committee At-Large members. The replacement Chair does not need to be a current member of the Awards Committee, but current or former members with experience in a NACADA awards process (Regional or Global) will be given preference.

Section 2. Subcommittee Chairs

Based upon committee needs, the Chair may appointment Subcommittee Chair(s) to oversee a specific set of awards or scholarships or to coordinate a goal/project within the span of their term. Examples of existing and ongoing subcommittees include Research, Technology Innovation, and Scholarships. Subcommittees may also involve partnering with another Committee or Advisory Board with additional expertise to contribute to the type of award/scholarship. An ongoing and existing partnership exists with the NACADA Research Committee as their Chair oversees the selections for the Scholarly Inquiry and Student Research Award. The Subcommittee Chair(s) term would run through the end of the member's two year term and/or completion of the project.

Section 3. At-Large Members

A maximum of fifteen (15) At-Large members may serve on the Awards Committee, minus any individuals selected to serve as a Sub-Committee Chair. At-Large Members must be current NACADA members and are appointed at the discretion of the Chair based upon available positions and any initiatives that the Global Awards Committee may take on in support of the NACADA Vision, Mission and Strategic Goals.

At-Large Members are selected to serve a two-year term beginning after the completion of the Annual Conference Awards Committee business meeting. Their term can be renewed for an additional two-year term if desired by the At-Large member and agreed upon by the Committee Chair in conjunction with the NACADA Executive Office Liaison. In the event of a vacancy mid-cycle, the Chair, in conjunction with the NACADA Executive Office Liaison to the Global Awards Committee, may appoint a replacement to serve the remainder of the term. Any potential replacement term does not impede the individual's ability to serve a full term following the replacement term.

Every attempt should be made to fill the At-Large membership with a diversity of individuals to uphold the NACADA Vision, Mission and Strategic Goals. An additional two (2) members may be added to the awards committee at the discretion of the Chair to meet sudden/emergency needs of the committee. These positions are not to be renewed and serve only until the need has been met.

Individuals interested in serving as an At-Large member should write a letter of interest to the Chair and Executive Office Liaison addressing the following questions; what experience or qualifications do you have that provide justification for your service on the Global Awards Committee? How would your service on the Global Awards Committee help support the NACADA Vision, Mission, and Strategic Goals?

Section 4. Readers

Readers are not required to serve as a member of the Global Awards Committee, but Global Awards Committee Members must serve as readers annually. Additionally, former At-Large Members and Chairs may continue to serve as award readers following the completion of their term. Volunteers that have read/reviewed for prior awards or scholarships will be given preference in future committee membership for At-Large positions and may list this skill under qualifications in their letter of interest (see Section 3 At-Large Members).

Section 5. Additional Non-Voting Members

Two additional non-voting members may serve on the Global Awards Committee:

- Executive Office Liaison. This individual, as appointed by the NACADA Executive Office, serves as the intermediary between the Committee and the Executive Office for as long as appointed by the Executive Office.

Global Awards Committee Resources

- **Global Awards Committee webpage** – <https://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division/Awards-Committee.aspx>
 - Members must be logged in to see all of the content on these leadership-related webpages
- **Global Awards Webpages** – <https://www.nacada.ksu.edu/Programs/Awards.aspx>
 - Provides an overview of the types of awards we offer, details of each including scoring rubrics as well as deadlines.
- **Global Scholarships** - <https://www.nacada.ksu.edu/Programs/Scholarships.aspx>
 - Provides an overview of the types of scholarships we offer to students and professionals with scoring rubrics as well as deadlines
- **Nomination/Application submission instructions** here:
<https://www.nacada.ksu.edu/Programs/Awards/Submission-Instructions.aspx>
- **Nomination submission portal** -
<http://apps.nacada.ksu.edu/conferences/awards/NM01Login.php>
- **Awards evaluation portal** – <http://apps.nacada.ksu.edu/conferences/awards/EV10Login.php>
 - Must have a username and password assigned to you in order to access this end of the awards database. This is provided by the EO Liaison.

Global Awards Committee General Timeline

October/November

New committee members start their terms after Annual Conference. The Chair and EO Liaison provide an initial online meeting to orient the new members.

December

The majority of Global Awards/Scholarships open for nominations/applications in mid-December

Readers are gathered for the Winter Institute Scholarship application review

January

Applications/nominations are advertised in various forums

Committee members review Winter Institute Scholarship applications

February

The EO Liaison, Chair and members recruit readers in anticipation of the close of applications in mid-March. Hundreds of readers are required annually and this process is managed by the EO Liaison.

March

Awards/scholarship nominations and applications close mid-month including Pacesetter, Virginia Gordon, Service to NACADA, Leading Light, Outstanding Advising, Outstanding New Advisor, Outstanding Programs, Advising Technology Innovations, NACADA Scholarships, Excellence in Scholarly Inquiry and Student Research Award.

Readers begin reviewing these awards into early April – this includes all Global Awards Committee members reading for multiple categories. The Chair makes final selections in Mid-April.

Additional readers are solicited for the upcoming scholarship application deadline in April.

April

International Conference Scholarships and Summer Institute Scholarships are due mid-month and readers begin their work through late April. Chair makes final selections in early May.

Annual Conference scholarship applications open in Mid-April

May

Global Award winners are announced.

Applications for the Leigh Shaffer NACADA Journal Award close. The Publications Advisory Board reads nominations for this award and the Chair makes final selections.

Readers are solicited for the Annual Conference Scholarships.

June

Annual Conference Scholarship applications are due in early June.

Reading begins for the Annual Conference Scholarships and is complete by the end of July.

Chair makes final selections on Annual Conference Scholarships by end of July.

The EO Liaison begins preparing for the Awards Ceremony, including sending out invitations to the winners for the Awards Ceremony, tracking RSVP's, gathering photos for the Awards Ceremony Program and posters that will sit outside the venue during Annual Conference. Preparation of the awards certificates and plaques for winners and certificate of merit recipients begins.

July/August

The EO Liaison continues preparing for the Awards Ceremony by gathering award winner photos, ordering plaques for winners, creating framed certificates for the Certificate of Merit winners, working with the EO Graphic Designer on poster layout and on the printing of the Awards Program.

Committee Chair begins creating the agenda for the Business Meeting

Committee Chair submits the end of the year report required by the Administrative Division and shares this information with the committee members

September/October – normally Annual Conference is in October, but it can vary and sometimes begins in the final days of September into early October.

The EO Liaison continues preparing for the Awards Ceremony

Committee Chair finalizes the agenda for the Business Meeting and sends this to the committee members

Awards Committee members attend the Business Meeting at Annual Conference

Awards Committee members assist with the Awards Ceremony in the afternoon on the pre-conference day of Annual Conference from ~3:30-7:00pm. The Ceremony normally runs from 4:30-6:30pm but is subject to change based on venue.

The Annual NACADA Awards Ceremony

The Awards Ceremony takes place at the Annual Conference on the pre-conference day in the afternoon from 4:00 – 6:00 or 4:30-6:30pm in a ballroom either at the Annual Conference hotel or in the convention center, depending on the city. It is an opportunity to provide a special event with appetizers/drinks in order to honor the award winners, certificate of merit recipients and program completers (ELP). The event is for invited honorees and their guests and is officially hosted by the NACADA Board of Directors and Council members. Award winners are given their plaques one-by-one by the Awards Committee Chair and the current NACADA President as they cross the stage. Their photo is taken on stage with the current President of NACADA and then they are also photographed against a NACADA backdrop with their award in hand. Finally, once all winners have their plaques, a group photo of category winners is taken in front of the backdrop.

Who Attends

Awards winners, certificate of merit recipients, selected NACADA leadership, past presidents, the Awards Committee members, Emerging Leader Program graduates and their mentors are invited to the Ceremony. Award winners are allowed bring up to two guests (with the idea that one could be the person that nominated them) and Certificate of Merit recipients may bring one person. Certificate of Merit (COM) recipients attend and are acknowledged first before the category winners, however, COM recipients stand for recognition and do not receive their award on stage. Their framed certificate is mailed to them after the Annual Conference.

Order of Awards Presented with Presenter(s)

This order is typical, but is subject to change based on timing, venue and tweaking annually.

1. Opening of the Event – Chair of Awards Committee
2. Emerging Leaders Program Completions – Chair of Emerging Leaders Advisory Board/President
Mentor/Mentee pairs receive framed certificates
3. Advising Communities Division Service Awards – ACD Reps/President
4. NACADA Student Research Award – Chair/President
5. Advising Technology Innovation Winner – Chair/President
6. Outstanding Advising Program – Chair/President
 - a. Acknowledge Certificates of Merit
 - b. Winners receive their plaques on stage
7. Outstanding New Advisor Primary role category – Chair/President
 - a. Acknowledge Certificates of Merit
 - b. Winners receive their plaques on stage
8. Outstanding New Advisor Faculty role category – Chair/President
 - a. Acknowledge Certificates of Merit

- b. Winners receive their plaques on stage
 9. Outstanding Advisor Primary role category – Chair/President
 - a. Acknowledge Certificates of Merit
 - b. Winners receive their plaques on stage
 10. Outstanding Advisor Faculty role category – Chair/President
 - a. Acknowledge Certificates of Merit
 - b. Winners receive their plaques on stage
 11. Outstanding Academic Advising Administrator – Chair/President
 - a. Acknowledge Certificates of Merit
 - b. Winners receive their plaques on stage
 12. Leigh Shaffer Award – Presented by a designee of the Publications Advisory Board
 13. The “Big 4” – Presented by the President
 - a. Bobbie Flaherty Service to NACADA Award
 - b. Virginia N. Gordon Award Excellence in Advising Award
 - c. Leading Light Award
 - d. Michael C. Holen Pacesetter Award
- *Each Big 4 award winner has 5 minutes for brief acceptance remarks
14. Chair closes the Ceremony

Awards Committee Duties at the Awards Ceremony

Awards Committee members arrive 1-2 hours early at the venue in order to help with logistics and set-up. Here are some [tasks](#) that always need completing:

- Setting up table decorations
- Distributing Awards Ceremony Program ~~distribution~~
- Labeling of tables by Awards Category – seating arrangements
- Screening / door duty (ensures that only those on the list or with tickets get into the venue)
- Arranging award plaques behind the stage
- Setting up photo backdrop
- Setting up awards posters
- Ushering winners as they approach the stage - by category