

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Award Criteria	<i>Number:</i> T 213	<i>Page(s):</i> 2
	<i>Date:</i> August 10, 2009	

PURPOSE

The recognition of exceptional contribution or achievement should be an integral part of Vermont Tech's culture. Individual or groups within the Vermont Tech community may, at their own discretion, opt to bestow recognition to employees or students in keeping with the College's commitment to excellence. Constituents may also opt to create a more formal award. Awards differ from recognition in that they are given in the name of the institution and therefore suggest institutional recognition and endorsement. Because the award is inextricably linked to the institution, it should be subject to a college-wide approval process. The process described below will: 1) impose uniformity on the award creation process and 2) give the award greater stature by granting it institutional endorsement.

STATEMENT OF POLICY

Approval Process

- An applicant prepares a proposal for the award addressing the following criteria:
 1. Identify the group or individual proposing the award.
 2. How often will the award be given?
 3. List reason(s) for creating the award. Does the award enhance VT Tech's mission?
 4. What is the proposed name of the award?
 5. List the criteria and process for selecting the recipient.
 6. Define the nomination process.
 7. Is a source of funding required for the award?
 8. What does the actual award look like (i.e., plaque, certificate, etc.)?
 9. Will the award recipient be required to perform any additional duties as part of his or her status as recipient of the award?

- Applicant submits the proposal to Executive Committee for consideration. Executive Committee evaluates the award according to the following criteria:
 1. Is the award in keeping with the spirit of Vermont Tech's mission statement?
 2. Does the award carry institutional stature?
 3. Have all applicable constituencies been included in the award creation process? i.e. Faculty Assembly was consulted in the creation of the Harold Wirtz Master Teacher Awards, etc.
 4. Does the award merit college-wide recognition?
- After evaluating the proposal, Executive Committee will make a decision regarding approval.

Executive Committee sends its decision, with rationale, to the applicant(s)

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) May 7, 1999
 - b) August 9, 2005
 - c) August 10, 2009

Signed By:  Patricia Moulton President
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