

## **ELPS Awards Committee**

### **Purpose:**

The purpose of the Awards Committee is to assist the departmental faculty and administration to obtain an equitable opportunity for awards and honors available at the college, university, alumni sources, and outside sources.

### **Functions:**

1. Monitor professional activities and accomplishments of departmental members in order to nominate eligible candidates for honors and awards.
2. Survey available and newly announced awards and honors for ELPS professors, P & S and merit employees, and students.
3. Promote new awards and recognition by donors; maintain existing awards by appropriate communication with and activities for donors.
4. Assist the College Awards and Honors Committee in identifying and nominating appropriate departmental personnel for all appropriate awards.
5. Work with the nominees to create appropriate support documents, recommendations, and exhibits for "consideration" folders.
6. Contact appropriate references for nomination and/or support letters.
7. Offer assistance to those candidates for awards who need special documentation of performance from the departmental administration and records.
8. Maintain an accurate record of all who have been nominated for and/or received awards and the original support packet.

### **Activities:**

The committee is most active during the fall semester because of the timeline required for nominations and seeking support and reference letters. Recommendations and actions are shared with the department executive officer and made to the College Awards Committee. Because of the nature of the competition and requirements of various donor groups, most activities are confidential until the annual group of awardees are announced.

### **Membership:**

The Awards Committee is composed of three faculty members. The three-year terms are staggered so a member who has served for three years is replaced yearly. During the third year of membership, a member will serve as the committee chairperson. No faculty member can serve consecutive terms. The Chair represents the department on the College Honors Committee.

**Meetings:**

The committee will meet regularly with meeting times and topics announced at departmental faculty meetings. Long and emergency meetings are sometimes required during preparation of nomination materials.