

## **University of Alaska Anchorage Meritorious Service Award Policy**

**Policy Category:** Academic Affairs  
**Responsible Office:** Office of the Chancellor  
**Related Policy:** BOR-P10.03.030. / R10.03.030 – Meritorious Service Awards

### **I: Scope**

This policy establishes the process by which the University of Alaska Anchorage will receive, consider and recommend nominations for a Meritorious Service Award to the UA Board of Regents. It establishes general criteria, the eligibility of nominations and formally establishes the UAA Meritorious Service Award Committee in university policy.

### **II: Policy Overview**

University of Alaska Board of Regents Policy and Regulation P10.03.030 and R10.03.030 govern the nomination, review and conferral of a Meritorious Service Award by the University of Alaska System. Regents Policy calls for the Chancellor of each university to establish a committee and process for the recommendation of prospective nominees.

### **III: UAA Meritorious Service Award Committee**

The UAA Meritorious Service Award Committee is established as an advisory committee to receive, review and recommend nominations for award of a Meritorious Service Award from the university.

#### **A. Committee Membership**

The committee consists of at least seven members appointed by the Chancellor. The membership shall be comprised of at least two UAA full-time faculty, two UAA full-time staff and three community members not employed by the university. Committee members shall serve staggered three-year terms commencing at the beginning of Fall Semester. A member who has served two consecutive terms, or six years total, may not be reappointed unless a year has lapsed since they last served on the committee. The committee shall select a chair from amongst its members. The Chancellor may remove a member of the committee.

#### **B. Advisory Membership**

The head of the UAA Advancement Department, or their designee, shall serve as an ex-officio advisory member of the committee.

#### **C. Committee Meetings**

The committee shall meet at least twice per year to consider proposed nominations, and to brief new and returning members on the award process. Meetings will be closed to the public to protect the privacy of nominees under consideration.

#### D. Administrative Support

The UAA Governance Coordinator shall provide administrative support to the committee, including the scheduling of meetings, drafting and maintaining process documents, receiving nominations, facilitating ceremony details for awardees, and coordinating with the Advancement Department and the Chancellor.

### **IV: Meritorious Service Award Nomination and Review Process**

UAA shall conduct an annual solicitation for nominations to receive a Meritorious Service Award.

#### A. Eligibility and Criteria

The Meritorious Service Award is one of the highest recognitions the university can bestow. The award honors individuals who have made a substantial and lasting contribution to the university, the State of Alaska, or to their respective field or profession. Nominees should demonstrate strong character. Awardees may not be an employee of the University of Alaska System, member of the Board of Regents, or hold or be a candidate for an office of public trust in the United States at the time of receiving an honorary degree. Financial contribution to the university shall have no bearing on the award process.

#### B. Call for Nominations

By December 1<sup>st</sup> of each year, the Meritorious Service Award Committee shall announce an open call for nominations to the UAA community. The process shall welcome nominations from members of the university community, stakeholders, alumni and members of the general public. Committee members are precluded from proposing nominations and submitting letters of support. The committee may adopt a nomination form to facilitate its process. Information included in nominations shall include:

- 1) Nominees name, title and place of residence
- 2) Summary of nominee's education, professional experience or curriculum vitae
- 3) Summary of nominee's accomplishments and worthiness of award
- 4) Two letters of support
- 5) Name, title of nominators and disclosure of personal connection

The submission, receipt and review of all nominations shall be kept confidential by both nominators and the committee. Completed nomination packets for a Meritorious Service Award must be submitted to the committee by March 1<sup>st</sup>. In extraordinary circumstances, the committee may consider nominations submitted after this deadline after consultation with the Provost and Chancellor.

#### C. Committee Review

The committee will review the nominations and materials submitted, and evaluate the merits of prospective nominees for receiving the award. Committee members who have a direct personal connection with a nominee shall recuse themselves from proceedings on that nomination. A

nominator may request to appear before the committee to speak to a nomination they have submitted. The committee will forward its recommendations, including any nominations not recommended for award, to the Provost by April 15<sup>th</sup>.

**D. Provost and Chancellor Review**

The Provost shall review nominations proposed by the committee and make recommendations to the Chancellor by May 1<sup>st</sup>. The Provost shall submit the names of nominees to UA Human Resources and General Counsel for review prior to final consideration by the Chancellor. The Chancellor will review the recommendations of the Provost and the committee, and submit nominations of their choosing to the Board of Regents for consideration. The Advancement Department will prepare biographies of recommended nominees for consideration by the board.

**E. Notice and Conferral**

After award by the Board of Regents, award recipients will be notified in advance of the awards ceremony in a time and manner deemed appropriate by the Chancellor. Conferral of awards will take place during university commencement ceremonies, unless otherwise specified by the Chancellor.

**V: Reason for the Policy**

The conferral of the Meritorious Service Award recognizes individuals whose contributions have made a lasting impact on the University of Alaska Anchorage, the State of Alaska and the fields and professions important for a vibrant society. UAA adopts this policy to enact an open, transparent process by which the university community can bring forward nominations. The policy updates and formalizes the work currently being done by staff, faculty, governance and university leadership. It also adopts criteria and procedures to ensure ethical consideration of nominations, as well as protect the privacy of nominees during the review process.

**VI: Approval**

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Chancellor Approval

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Date