

**SAN ANTONIO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: A.2

Procedure Title: Determining NISOD Excellence Award Honorees

Relevant Board Policy:

Originating Unit: Academic Deans

Maintenance Unit: Vice Presidents of Academic and Student Affairs

- I. Purpose: To provide a process for nominating and approving NISOD Excellence Award honorees for the college annually
- II. Procedure statement:

The College Executive Team approves nominations submitted through a vetting process from the various college divisions annually. The process is as follows:

- A. Each unit or department is given the opportunity to submit to the appropriate Dean or Vice President the name of a nominee or nominees who they believe deserve the NISOD Excellence Award.
- B. Each nominee and nominating party is contacted by the office of the appropriate Dean or Vice President. Nominees are asked to submit a Curriculum Vita (CV) or resume and nominators are asked to submit a narrative explaining why the person they nominated deserves this award. Nominees without a CV or resume and justification from the nominating party will not be considered.
- C. Each Dean or Vice President, if appropriate, appoints a nominating committee composed of three to five division leaders.
- D. The committees evaluate each CV or resume from their area or division.
- E. The committees vote to determine the individuals who they believe are most deserving of the honor. A list of the top candidates, in preferential order, is presented to the appropriate Dean or Vice President.
- F. The Dean or Vice President forwards the prioritized list of nominees from that area or division to the College Executive Team for a final vote.
- G. Following the determination of the NISOD Excellence Award honorees for the college, all candidates are advised of the outcome by the Dean or Vice President.

Date Approved: 2/14/2012

Signed: /Robert E. Zeigler,/ President