

## **WVU College of Human Resources & Education Hall of Fame and Distinguished Alumnus**

### **PURPOSE OF AWARD**

The purpose of the College of Human Resources & Education Outstanding Distinguished Alumnus and Hall of Fame Award is to recognize and honor individuals who have contributed in a significant way to the vision and mission of the College and/or who have distinguished themselves in their chosen fields, disciplines, positions, and/or occupations. Such contribution may be through having distinguished him/herself in his/her chosen profession, through the development of new programs, procedures, designs, models, teaching, writing, research, demonstrations, service, and/or management skills, or by other outstanding performance and having a record of consistent advancement and increased responsibility in his/her chosen profession. This contribution also may have been through directly demonstrated support of and/or service to the vision and mission of the College of Human Resources and education.

### **NOMINATIONS**

- Nominations may be received from any department or program within the College, from any faculty or staff member, and from alumni and friends of the College.
- Nomination forms are available from the Dean's Office of the College and should be returned to the same office. They also are available at <http://www.hre.wvu.edu/>.
- Although nominations may be submitted at any time, an official call for nominations and an annual deadline for nominations (November 1) shall be publicized at the beginning of each academic year.
- Nominees should not be informed that they are being nominated.
- The nominator should confirm that the nominee has not been employed by WVU for at least five years. This includes a position as Teaching Adjunct.

### **NOMINATION SUBMISSION PACKET** -- The nomination submission packet should include:

- Nomination Form
  - The nominator's contact information
  - The nominee's contact information and information below, as applicable
    - Year last degree was conferred at WVU
    - Year last degree was conferred in HRE
    - Year last employed at WVU
- The nominator's statement (limited to two pages that explain why the nominee should be recognized)
- Two letters of support for the nominee
- The nominee's current resume (no other document will substitute for the resume)
- Appropriate supporting material may be submitted but should be confined to a 10x13 envelope.

### **METHOD OF SELECTION**

- The Selection Committee consists of:
  - Chair of the Selection Committee, who is appointed annually by the Dean of the College of Human Resources & Education
  - Chair of the HR&E Board of Advisors, or his/her designee
  - Chair of the HR&E Alumni Association, or his/her designee
  - Chair of the HR&E Faculty Executive Committee, or his/her designee
  - One Associate Dean
  - HR&E Development Officer (ex officio)

- The Selection Committee Chair, in consultation with the Dean, annually determines the schedule and deadlines for the selection process.
- Completed nominations are given to the Selection Committee. The Selection Committee will meet together as a group to consider all nominees and to make their selections. The criteria for selection listed below shall provide the primary guidance for their determinations.
- The names of those selected for the HR&E Hall of Fame by the Selection Committee are forwarded to the HR&E Board of Advisors (BOA) for approval. If the BOA cannot meet as a body to consider the recommendation, they may be polled. If the BOA approves the names from the Selection Committee, the names are forwarded to the Dean for final approval.
- Nominees who are not selected may have their materials considered the following year as long as the nominator provides a current resume by the deadline of the following year. Those not selected in the second year will not be considered again for three years.
- All nominators will be contacted by the Dean's Office with regard to whether or not the nominee was selected.
- The nominees selected to be inducted into the Hall of Fame shall be contacted by the Dean of the College of Human Resources and Education.
- The committee, in consultation with the Dean, selects the recognition gift, determines the method of recognition, and develops the schedule for recognition activities.

#### **CRITERIA FOR SELECTION/Distinguished Alumnus:**

- To be named the Distinguished Alumnus to the HR&E Hall of Fame, a recipient:
  - Must have earned his/her last or only degree from HR&E at least five years prior the time of nomination
  - Must have contributed in a significant way to the vision and mission of the College of Human Resources and Education as indentified in the Purpose of Award.
- Only one individual shall be named Distinguished Alumnus. That person shall be inducted into the Hall of Fame simultaneously.

#### **CRITERIA FOR SELECTION/ Hall of Fame:**

- To be named to the HR&E Hall of Fame, a recipient:
  - Must have contributed in a significant way to the vision and mission of the College of Human Resources and Education as indentified in the Purpose of Award.
- No more than five people (in addition to the Distinguished Alumnus) may be named to the Hall of Fame during any one academic year.

#### **RECOGNITION**

- To insure permanent recognition, a plaque with the names of the Distinguished Alumnus and the members of the HR&E Hall of Fame will be mounted on the Wall of Recognition in Allen Hall.
- A gift commemorating the award is presented from the College to each recipient during the recognition ceremony.

#### **ELIGIBILITY/Outstanding Distinguished Alumnus and Hall of Fame**

- Current WVU faculty and administrators, as well as current members of the HRE BOA, are not eligible for either the Distinguished Alumnus or Hall of Fame Award.
- Both residents and non-residents of the state are eligible for the award.
- The recognition is not contingent upon a person's giving record or potential for giving.
- Nominees for the HRE Distinguished Alumnus Award must be graduates of the College of Human Resources & Education, West Virginia University.

- Nominees for the HRE Hall of Fame do not have to be graduates of HRE or WVU; however, they do have to fulfill the Criteria for Selection.
- In order for a previous employee of WVU to be considered as a nominee for the Distinguished Alumnus or the Hall of Fame, at least five years must lapse since the nominee was last employed by WVU. This includes a position as Teaching Adjunct.

**ADDITIONAL INFORMATION**

Call (304) 293-0127 or e-mail [HREadmin@mail.wvu.edu](mailto:HREadmin@mail.wvu.edu).



**Nomination Cover Sheet**  
**Hall of Fame and Distinguished Alumnus Award**  
**Due November 1<sup>st</sup>**

Nominee Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

If the nominee is a graduate of WVU, what year was the last degree conferred? \_\_\_\_\_

If the nominee is a graduate of the College of Human Resources & Education at WVU, what year was the last degree conferred? \_\_\_\_\_ [Note: All graduates will be considered by the selection committee for both the Distinguished Alumni Award and the Hall of Fame Award.]

If the nominee was employed by WVU, what was the last year of employment? \_\_\_\_\_

(This includes a position as a teaching adjunct.)

Nominator Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

In addition to this cover sheet, each nomination must include the following items. Please check these enclosures:

\_\_\_\_\_ A letter of nomination (not to exceed two pages)

\_\_\_\_\_ A current vita or resume for the nominee (no other document will substitute)

\_\_\_\_\_ Two letters of support

Additional supporting documentation may also be included. The total documentation submitted must be confined to a 10 x 13 envelope.

Please return this form and supporting documentation to:

Hall of Fame and Distinguished Alumnus Awards Selection Committee

College of Human Resources & Education

P.O. Box 6122

West Virginia University

Morgantown, WV 26506-6122