Information Item

Draft Guidelines for selection of Service Award honorees (Jan Zink)  UAC-4

Background Information

This document is offered as a starting point for discussion of improved processes for selecting the Charles Duncan McIver and Holderness/Weaver Award.

Draft Guidelines for selection of Service Award honorees  UAC-4

Janis I. Zink
Vice Chancellor for University Advancement
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1. Purpose.

This policy sets forth the criteria and procedures for nominating candidates for the following awards presented by the University of North Carolina at Greensboro (“University”):

• Charles Duncan McIver Award (see Appendix I)
• Holderness/Weaver Award (see Appendix II)

2. Authority.

Authority to grant the awards and select the recipients of the awards shall rest solely with the University Board of Trustees. The Board of Trustees has the authority to deviate from these policies and procedures upon a majority vote of the Board of Trustees.

3. Presentation of Awards.
The awards will be presented at the Chancellor’s Recognition Dinner, typically held in May of each calendar year.

4. Eligibility Criteria.

Specific criteria for the nominees for each award are found in the respective appendices:

- Charles Duncan McIver Award (see Appendix I)
- Holderness/Weaver Award (see Appendix II)

Additionally, the following restrictions apply to nominees:

a. A nominee cannot have been a University student within the past five (5) years;
b. A nominee cannot have been a University employee within the past five (5) years;
c. A nominee cannot be a current member of the University Board of Trustees, or have been a member of the Board of Trustees within the past three (3) years;
d. A nominee cannot be a declared candidate for public office; and
e. A nominee cannot be receiving any monetary compensation from the University or its affiliates during the nomination process.

These criteria for the selection of nominees may be waived by a two-thirds vote of the Board of Trustees where extenuating circumstances exist.

The Vice Chancellor for University Advancement will provide certification of eligibility requirements for each nominee (see Section 6).

5. Nominations.

Any person may submit nominations.

Nominations must be submitted in the format supplied by the Office of University Advancement. The total length of the nomination, inclusive of the requisite nomination form, Letters of Recommendation, and any supporting documents, must not exceed ten (10) one-sided pages. Once a nomination has been submitted, the nomination may be supplemented, as long as the supplemental information complies with the established deadlines for submission of nomination materials and does not exceed the overall limitation of ten (10) one-sided pages for each nomination.

The nomination submitted to the Office of University Advancement must include the following:

- Nomination Form
Nomination Form

The Nomination Form may be obtained through the Office of University Advancement, or downloaded from the Office of University Advancement website.

The nomination may also include the following documentation:

Letters of Reference

Any organization, public or private, or any individual, describing the valuable achievements made by the nominee, and stating the reason why the nominee is worthy of the award may write a reference letter. Each letter must speak to the nomination criteria identified for each award. Of the Letters of Reference, at least one (1) of the Letters must come from one or more of the nominee’s constituencies (alumni, faculty, administration, staff or friends of the University).

Supporting Documentation

In addition to the documentation required for the nomination, supporting documentation may also be submitted. Supporting documentation is any type of material the nominating person or organization may wish to submit to validate and highlight the nomination. Supporting documentation must be in written/text form and cannot include multimedia content such as video or audio components. Supporting documentation may include, but is not limited to: newspaper/magazine/online articles, narrative documents and photographs.

Completed nomination forms with the required supporting documentation may be submitted online through the University’s website. Paper versions of the nomination form may be submitted to the Office of University Advancement

6. Certification.

Upon receipt of the nominations, the Vice Chancellor for University Advancement will review each nomination for compliance with the requirements set forth in these Policies and Procedures.

Upon review, the Vice Chancellor for University Advancement will certify each nomination that complies with the requirements of Sections 4 and 5 of these Policies and Procedures. The Vice Chancellor’s review and certification of each nomination will not include any evaluation of the respective merits of the individual nominations nor will it include any recommendations of nominees. Incomplete nominations will not be certified by the Vice Chancellor for University Advancement.

7. Chancellor.

The Vice Chancellor for University Advancement will present the certified nominations to the
Chancellor. The Chancellor is invited to comment in writing on the individual nominations. The Chancellor’s comments will accompany the respective individual nominations through each subsequent stage of the evaluation, including final consideration by the Board of Trustees.
8. Awards Committee.

Following the Chancellor’s comment period, the Vice Chancellor for University Advancement will then submit the certified nominations to the Awards Committee.

The Awards Committee will consist of the following persons:

   a. Vice Chairman of the Board of Trustees (will serve as the Chair of the Awards Committee);
   b. Chair of the Advancement Committee for the Board of Trustees;
   c. Member of the Board of Trustees (designated by the Chancellor);
   d. President of the University Alumni Association or designee; and
   e. Vice Chancellor for University Advancement.

The Awards Committee will review the nominees on the basis of the nomination documentation. Upon a majority vote of the Awards Committee, the Committee recommends to the Board of Trustees two (2) or more candidates for each award.

9. Selection

Following the recommendations by the Awards Committee, the candidates are submitted to the University Board of Trustees for final consideration. Awards are conferred by a two-thirds vote of the Board of Trustees.

If a nominee is not selected for an award within three (3) years of the date of the original nomination, the nomination will be disregarded and a new nomination must be submitted if the nominee is to receive further consideration. If the Awards Committee wishes to reconsider a nominee again after the nominee’s first year of nomination, the Awards Committee will notify the Vice Chancellor for University Advancement so that the nominee’s continued compliance with the eligibility criteria can be recertified.

All information received and all discussions and advice related to nominations for the awards will be considered confidential.

10. Deadlines.

   June 1  No later than June 1 of each year, the Office of University Advancement will issue a public call for nominations. The methods by which the call for nominations is issued will be at the discretion of the Vice Chancellor for University Advancement.

   August 1  Nominations will be accepted at anytime, but nominations must be received in the Office of University Advancement by August 1 of any calendar year to be considered for presentation in May of the following calendar year. Any
nominations not received by August 1 will automatically be considered in the next awards cycle.

**September 1**  No later than September 1 of each year, the Vice Chancellor for University Advancement forwards the certified nominations to the Chancellor for formal comments on the nominations.

**October 1**  No later than October 1 of each year, the Vice Chancellor for University Advancement forwards the certified nominations, including the Chancellor’s comments, to the Board of Trustees’ Awards Committee for consideration by the Awards Committee.

**December 1**  No later than the Board of Trustees’ meeting at the end of the calendar year, the Awards Committee forwards its recommendations to the Board of Trustees for consideration by the Board of Trustees at a time no later than the last quarterly meeting of the calendar year.

**January 15**  No later than January 15 of each year, the designated committee member notifies the awards recipients.

**May**  The awards are presented at the Chancellor’s Recognition Dinner, typically held in May of each calendar year.
Charles Duncan McIver Award

Purpose:

The Charles Duncan McIver Award is the University’s highest award for service to the state or nation. It was established to recognize North Carolinians who have made especially meritorious contributions or have rendered unusually distinguished public service.

Established in 1983, the award is in the form of a medal bearing the likeness of Charles Duncan McIver and is known as the “McIver Medal” in honor of the University’s founder.

Background:

Charles Duncan McIver founded in 1891 the State Normal and Industrial School for Girls, now known as the University of North Carolina at Greensboro. He served as the University’s first president. After graduating from the University of North Carolina at Chapel Hill, he became a teacher and a crusader for higher education for women. In an era when the doors to colleges and universities were closed to women, he soon became one of the leading advocates for educational reform. He promoted the cause of education throughout not just the state, but also the entire region, and brought about an increased respect for the teaching profession.

In addition to his duties at the college, McIver held offices in many professional organizations. He was president of the Southern Education Association and of the Normal School Department of the National Education Association. He served as secretary and district director of the Southern Education Board. Later he was chosen as to be a member of the Board of Trustees for the University of North Carolina. McIver was also considered as a candidate for governor of North Carolina and for president of the University of North Carolina. However, he refused to allow his name to be submitted for either nomination, choosing instead to remain at his post in Greensboro.

McIver passed away in 1906 while riding a campaign train with William Jennings Bryan. Upon his death, children in schools across the state donated pennies to erect a statue of him on the capitol grounds. He is the only person honored in North Carolina’s Capitol Square who was not a political or military leader.
Guidelines:

a. Nominations must be thoroughly documented
b. No more than one McIver Medal is presented in a single year.
c. Presentation of the award is not required in any given year.
Holderness/Weaver Award

Purpose:

The Holderness/Weaver Award is the University’s highest award for service to the Greensboro/Triad community. It was established to recognize North Carolinians who have made especially meritorious contributions or have rendered unusually distinguished public service.

Established in 1998 and accompanied by a crystal bowl, the award is named in honor of Adelaide Fortune Holderness and H. Michael Weaver.

Background:

This award was created to honor two friends of the University by recognizing others who follow in their footsteps and continue to demonstrate the University’s high value on civic engagement.

Adelaide Fortune Holderness graduated from the then Woman’s College in 1934. For Adelaide, a passion for education was a tradition. She was chosen as president of the Alumni Association in 1962 and continued to serve on the Association’s board for the next twenty-seven years. She was elected as the first female member of the University of North Carolina Board of Governors in 1972. She served on numerous university and community boards including this University’s Board of Trustees, the Excellence Foundation Board of Directors, and the Board of Directors for the Weatherspoon Art Museum. In 1967 she received the Alumni Distinguished Service Award and the UNCG Centennial award in 1973. The University again honored her in 1975 with a Doctor of Laws. She passed away in 2014.

H. Michael "Mike" Weaver was born and raised in Greensboro, North Carolina. He earned a bachelor’s degree from the University of North Carolina at Chapel Hill and went on to graduate from the university’s law school. In 1961 Weaver returned to Greensboro to work for his family’s realty business. During the 1960s Weaver served on the Greensboro Chamber of Commerce and for a year as the head of the housing committee of the Human Relations Commission. In 1967 he and his father, W. Herman Weaver, founded the Weaver Foundation. Weaver formally retired in 1999 but continues his work with the Foundation. Among his numerous charitable, civic and professional affiliations, he has served as Chairman of the Board
of Trustees of the University of North Carolina at Greensboro. He is a resident of Greensboro and continues as a loyal supporter of this University.

Guidelines:

a. Nominations must be thoroughly documented
b. No more than one Holderness/Weaver Award is presented in a single year.
c. Presentation of the award is not required in any given year.
Nomination Form - Charles Duncan McIver Award

PERSONAL DATA/NOMINEE:

Full Name of Nominee: _______________________________________________________

Birthplace: _______________ Birthdate: ____________ Hometown: ___________________

Residence Address: ___________________________________________________________

Business Address: ___________________________________________________________

Home Phone: _______________ Business Phone: ________________ FAX:_______________

E-Mail address: _______________________________________

Spouse's Name: ______________ Hometown: _____________

EDUCATION:

Degree(s) and year(s) of graduation from UNCG: _____________________________________

____________________________________________________________________________

Year(s) attended UNCG, if not a graduate: _________________________________________

Degree(s) from other colleges (with dates) _________________________________________

____________________________________________________________________________

CIVIC ACCOMPLISHMENTS:

Service to State or Nation (describe specific significant contributions by nominee, benefiting the
state or nation, through public service, civic activities, social services, and membership in civic, social, and other community service organizations.)

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Service to UNCG or other UNCG Involvement:
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______________________________________________________________________________

PROFESSIONAL/PERSONAL ACCOMPLISHMENTS:

Former Occupations: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Present Occupation: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Membership in professional or business related organization(s):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Significant Accomplishments in Chosen Field:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

PERSONAL DATA/NOMINATOR:

Full Name of Nominator: _______________________________________________________

Residence Address: ___________________________________________________________

Business Address: ____________________________________________________________

Home Phone: _______________ Business Phone: ________________ FAX: _______________

E-Mail address: _______________________________________

Date: _______________

Signature of Nominator: _________________________________________________________
Nomination Form – Holderness/Weaver Award

PERSONAL DATA/NOMINEE:

Full Name of Nominee: _______________________________________________________

Birthplace: _______________ Birthdate: ____________ Hometown: ___________________

Residence Address: ___________________________________________________________

Business Address: ___________________________________________________________

Home Phone: _______________ Business Phone: ________________ FAX:_______________

E-Mail address: _______________________________________

Spouse's Name: ______________ Hometown: _____________

EDUCATION:

Degree(s) and year(s) of graduation from UNCG: __________________________________

Year(s) attended UNCG, if not a graduate: _______________________________________

Degree(s) from other colleges (with dates) _________________________________________

CIVIC ACCOMPLISHMENTS:

Service to Greensboro/Triad Community (describe specific significant contributions by nominee,
benefiting the Greensboro/Triad Community, through public service, civic activities, social services, and membership in civic, social, and other community service organizations.)

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Service to UNCG or other UNCG Involvement:

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PROFESSIONAL/PERSOAL ACCOMPLISHMENTS:

Former Occupations: ____________________________________________________________

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Present Occupation: ____________________________________________________________

______________________________________________________________________________
Membership in professional or business related organization(s):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Significant Accomplishments in Chosen Field:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

PERSONAL DATA/NOMINATOR:

Full Name of Nominator: _______________________________________________________

Residence Address: ___________________________________________________________

Business Address: ____________________________________________________________

Home Phone: _______________ Business Phone: _______________ FAX: _______________

E-Mail address: _____________________________

Date: ______________

Signature of Nominator: _________________________________________________________