POLICY Board of Trustees - Montgomery College 38001

Chapter: Human Resources Modification No. 018

Subject: **Recognition Awards**

I. Purpose

The purpose of recognition awards is to recognize exceptional, outstanding, distinguished, sustained, or special service to the College, the academic profession, the County, the State, or the nation by individuals or groups.

II. Awards

The following awards are authorized by the Board of Trustees:

A. Gold Medallion

This award recognizes exceptional service and nationally recognized presidential leadership in higher education. A retiring College President may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

Criteria

The award of a Gold Medallion shall be made after intensive review of the recommendation in order to ensure that only truly exceptional leadership and dedication is recognized and that rigorous criteria have been applied and satisfied. In addition, there must be specific acts of documented, exceptional service which have been generally recognized as placing the individual in a category well above others who have rendered sustained outstanding or distinguished service. Consideration will be given to the length of time which the individual has devoted to College service, but the exceptional quality of the service remains the most important criteria.

B. Silver Medallion

This award recognizes outstanding service to the College, the academic profession, the County, the State, or the nation. Departing members of the Board of Trustees, retiring College faculty, administrators and staff, and friends of the College may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

Criteria

The award of a Silver Medallion will be made after intensive review of the recommendation in order to ensure that only truly outstanding service is recognized and that rigorous criteria have been applied and satisfied. In addition, there must be a specific act or acts of documented, outstanding service which have been generally recognized as placing the individual in a category well

above others who have rendered sustained and distinguished service. Consideration will be given to the length of time which the individual has devoted to College service, but the outstanding quality of the service remains the most important criteria.

C. Bronze Medallion

This award recognizes distinguished service to the College. Departing members of the Board of Trustees, retiring College faculty, administrators and staff, and friends of the College may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

Criteria

Distinguished service to the College is the primary criterion to award a Bronze Medallion. To recommend the award, individuals should carefully document the specific act or acts of distinguished service to the College that warrant such an award. With respect to departing employees, a record of documented, distinguished performance over an extended period of time would form a sufficient basis for award of a Bronze Medallion.

D. President, Administrator and Faculty Emeritus/Emerita

This award is given in recognition of a retiring president, administrators, and faculty in accordance with the procedures described herein. Where criteria for award are met, emeritus/emeriti status may be awarded posthumously. The award is approved by Board of Trustees' resolution.

E. Trustee Emeritus/Emerita

This award is given in recognition of service by former members of the Board of Trustees as specified in the procedures described herein. The award is approved by Board of Trustees' resolution.

F. Retirement Recognition

This award recognizes retiring full-time faculty and regular administrative, associate and support staff for their years of service and dedication to the College. The award is approved by Board of Trustees' resolution.

G. Tribute

This award honors full and part-time faculty and regular administrative, associate and support staff who decease while employed with the College. The award is approved by Board of Trustees' resolution. Where criteria for award are met, the individual may be recommended for a medallion award and/or emeritus/emeriti status posthumously.

III. Other Awards

A. Recognizing Acts of Heroism

In recognition of an exceptional act or an act of heroism, an employee will be honored in a public ceremony. He or she may be granted a cash award and/or a certificate recognizing the act of honor.

B. Awards of Appreciation

Any member of the community at large; departing members of Board advisory committees, scholarship donors, friends of the College, and College employees are eligible for an award of appreciation.

IV. Implementation of Policy

The President is authorized to establish procedures to implement this policy and all other recognitions and awards that do not require the Board of Trustees' authorization.

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Board Approval: September 21, 1987; March 20, 1989; October 28, 1991; June 15, 1992; September 18, 2000; June 19, 2006; April 13, 2009; January 29, 2020.

Chapter: Human Resources Modification No. 017

Subject: **Recognition Awards**

I. General Nomination and Eligibility Guidelines

A. All awards conferred through a nomination process shall be announced via College communication channels. The call for nominations shall include the award's specific criteria, eligibility requirements, timelines, approved monetary amounts, and guidance on how members of the College community may submit nominations.

B. Awards selected through a committee process shall adhere to the specific guidelines pertaining to each award, as outlined below. All committees shall uphold a commitment to transparency and to the application of standard criteria throughout the selection process.

C. While annual awards should generally consider the nominee's actions and/or achievements over the preceding year, the totality of their record and tenure at the institution shall be considered. In some cases, past conduct may render a nominee ineligible to receive an award.

D. The President's Cabinet reviews all nominations and may, in exceptional circumstances, rescind an award – even after it has been conferred. Such exceptional circumstances may include but are not limited to: fraud or misrepresentation; unethical or immoral conduct; and/or actions which are inconsistent with the award criteria and/or values of the College.

II. Full-time Faculty Awards

A. Outstanding Awards and Full-time Faculty of the Year

1. Outstanding Full-time Faculty Awards

The Outstanding Full-time Faculty Awards provide the College community with an opportunity to recognize excellence in a variety of positions at the College and add a special dimension to the awards the College already provides. The award categories for full-time faculty include:

a. Excellence in Teaching

b. Excellence in Counseling and Academic Advising

c. Excellence in Scholarly or Professional Accomplishments

d. Excellence in Service to the College and/or Community

2. Full-time Faculty Member of the Year

The Montgomery College Full-time Faculty of the Year Award is intended to recognize an individual faculty member who has sustained excellence in all classifications: in teaching or academic advising, in scholarly or professional accomplishments, and in service to the institution and/or the community.

B. Eligibility

1. A current full-time faculty member who has been a full-time faculty member at the College in good standing for at least 3 years is eligible for any one of the above awards.

2. A full-time faculty member may receive the same award more than one time as long as at least 7 years have intervened.

3. If a full-time faculty member has received one award, they may receive an award in another category as long as 2 years have intervened.

4. Chairs are eligible to be nominated and to receive any of the above awards.

5. Every full-time faculty member at Montgomery College is eligible to be nominated, even if the individual received a Faculty Outstanding Award, but not if the individual received a Faculty of the Year Award.

C. Awards

Monetary awards will be the same for all Outstanding Full-time Faculty Awards. The amount of the award will depend on the College's financial situation. The monetary award for Full-time Faculty of the Year will be higher but will also depend on the College's financial situation.

D. Outstanding Full-time Faculty Awards Committee

1. The Montgomery College Outstanding Full-time Faculty Awards Committee (MCOFFAC) consists of the following members:

   a. Five (5) full-time faculty (including at least one counseling faculty) selected by Faculty Council;

   b. Two (2) administrators, one from Academic Affairs and one from Student Affairs, appointed by the President.

2. The Full-time Faculty of the Year award winner will be invited to be a member of the MCOFFAC, as a sixth faculty member, the year following their award for a one-year commitment.

3. Committee members shall serve two-year terms, with no provision for reappointment to a second term.

4. The Chair of the Committee shall be recommended from among the members of the committee and appointed by the president or designee.

5. When appointing faculty members to the committee, every effort shall be made to consider broad representation based on criteria including, but not limited to, demographics, location, and department.

6. The MCOFFAC is charged with reviewing all Outstanding Full-time Faculty Award nominees and will select the Full-time Faculty of the Year Award from the

pool of applicants for that year. The selection shall be by simple majority vote.

7. Members of the MCOFFAC cannot be nominated for an Outstanding Full-time Faculty Award and cannot nominate other faculty during their term.

8. Committee members who write a letter or otherwise submit support of a nominee under consideration must recuse themselves from any discussion and vote regarding that nominee.

9. Human Resources and Strategic Talent Management (HRSTM) will partner with the committee throughout the review and recommendation process.

E. Announcement of Awards

The President of Montgomery College will announce the awards at the same time and place, typically at the year-end meeting.

III. Part-time Faculty Awards

A. Outstanding Awards and Part-time Faculty of the Year

The Outstanding Part-time Faculty Awards provide the College community with an opportunity to recognize excellence among the College's part-time faculty in a variety of roles. The award categories for part-time faculty include:

1. Outstanding Part-time Awards

   a. Excellence in Teaching/Counseling

   b. Excellence in Scholarly or Professional Accomplishments

2. Part-time Faculty Member of the Year

   The Montgomery College Part-time Faculty of the Year Award is intended to recognize an individual part-time faculty member who has sustained excellence in all classifications: in teaching or counseling/academic advising, in scholarly or professional accomplishments, and in service to the institution and/or the community.

B. Eligibility

1. A current part-time faculty member who has been a part-time faculty member at the College in good standing for at least 3 years is eligible for any one of the above awards.

2. A part-time faculty member may receive the same award more than one time as long as at least 7 years have intervened.

3. If a part-faculty member has received an award, they may receive an award in another category as long as 2 years have intervened.

C. Awards

Monetary awards will be the same for all Part-Time Faculty Awards. The amount of the awards will depend on the College's financial situation. The monetary award for Part-Time Faculty of the Year will be higher but will also depend on the College's financial situation.

D. Outstanding Part-time Faculty Awards Committee

1. The Montgomery College Outstanding Part-Time Faculty Awards Committee (MCOPFAC) shall consist of the following members:

   a. Five (5) part-time faculty (including at least one counseling faculty) selected by Faculty Council;

   b. Two (2) administrators, one from Academic Affairs and one from Student Affairs, appointed by the President.

2. The Part-Time Faculty of the Year award winner will be invited to be a member of the MCOPFAC, as a sixth faculty member, the year following their award, for a one-year commitment.

3. Committee members shall serve two-year terms, with no provision for reappointment to a second term.

4. The Chair of the Committee shall be recommended from among the members of the committee and appointed by the president or designee.

5. When appointing faculty members to the committee, every effort shall be made to consider broad representation based on criteria including, but not limited to, demographics, location, and department.

6. The MCOPFAC is charged with reviewing all Outstanding Part-Time Faculty Award nominees and will select the Part-Time Faculty of the Year Award from the pool of applicants for that year. The selection shall be by simple majority vote.

7. Members of the MCOPFAC cannot be nominated for an Outstanding Part-Time Faculty Award; and cannot nominate other faculty during their term.

8. Committee members who write a letter or otherwise submit support of a nominee under consideration must recuse themselves from any discussion and vote regarding that nominee.

9. Human Resources and Strategic Talent Management (HRSTM) will partner with the committee throughout the review and recommendation process.

E. Announcement of Awards

The President of Montgomery College will announce the awards at the same time and place, typically the Closing Meeting of the spring semester.

IV. Full- and Part-Time Staff Awards

A. Outstanding Staff Awards and Staff Member of the Year

1. Outstanding Staff Awards

   The Outstanding Staff Awards provide the College community with an opportunity to recognize excellence in a variety of positions at the College and add a special dimension to the awards the College already provides. The award categories for staff include:

   a. Excellence in Performance
   b. Excellence in Customer Service
   c. Excellence in Innovation
   d. Excellence in Serving Students

2. Staff Member of the Year

   The Montgomery College Staff of the Year Award is intended to recognize and inspire staff members who consistently exemplify and sustain excellence and exceptional performance, leadership, and service that have a broad impact on the college-wide community.

B. Eligibility

1. An active full-time or part-time staff member in good standing who has been employed by the College for three (3) consecutive years or more.

2. A staff member may receive the same award more than one time as long as at least seven (7) years have intervened.

3. If a staff member has received one award, they may receive an award in another category as long as 2 years have intervened.

C. Awards

Monetary awards will be the same for all Outstanding Staff Awards. The amount of the award will depend on the College's financial situation. The monetary award for Staff Member of the Year will be higher, but will also depend on the College's financial situation.

D. Outstanding Staff Awards Committee

1. The Montgomery College Outstanding Staff Awards Committee (MCOSAC) shall consist of the following members:

   a. Five (5) staff members selected by Staff Council;

   b. Two (2) administrators appointed by the President.

2. The Staff of the Year award winner will be invited to be a member of the MCOSAC, as a sixth staff member, the year following their award, for a one-year commitment.

3. Committee members shall serve two-year terms, with no provision for reappointment to a second term.

4. The Chair of the Committee shall be recommended from among the members of the committee and appointed by the president or designee.

5. When appointing staff members to the committee, every effort shall be made to consider broad representation based on criteria including, but not limited to, demographics, location, and unit.

6. The MCOSAC is charged with reviewing all Outstanding Staff Award nominees and will select the Staff Member of the Year Award from the pool of applicants for that year. The selection shall be by simple majority vote or by another means that shall be agreed upon and determined in advance by the MCOSAC.

7. Members of the MCOSAC cannot be nominated for an Outstanding Staff Award and cannot nominate other staff during their term or provide a memorandum of support for a nominee.

8. Committee members who write a letter or otherwise submit support of a nominee under consideration must recuse themselves from any discussion and vote regarding that nominee.

9. Human Resources and Strategic Talent Management (HRSTM) will provide administrative support to the committee throughout the review and recommendation process.

E. Announcement of Awards

The President of Montgomery College or designee will announce the awards at the same time and place, typically the Closing Meeting of the spring semester.

F. Other Staff Awards

1. Staff Distinguished Service Award

The Staff Distinguished Service Award is an award established from an Endowment Fund left by Ms. Peggy Beebe, former special assistant for staff concerns, to be presented yearly to a deserving staff employee as determined by their peers.

a. Eligibility and Criteria

A nominee must be a regular staff employee with a minimum of five (5) years of service and have demonstrated or performed a high degree of service for the benefit of staff employees at Montgomery College to one or more of the following:

(1) Served as a staff representative in the governance system.
(2) Served as a committee chair or member on standing governance committee representing staff concerns.
(3) Served as a committee chair on a college/campus-wide committee representing staff.
(4) Nominee would have performed a high degree of service affecting staff within a College unit.

(5) Nominee would have performed a distinguished service or implemented a plan or idea which would positively impact on staff at Montgomery College.

b. A staff member may receive the award more than one time as long as at least 5 years have intervened.

c. Award

Awards are lump sum cash awards according to the dollar amounts authorized annually and subject to the availability of funds.

d. Staff Distinguished Award Committee

Members of the Staff Enrichment Day Committee are charged with reviewing all applications, in consultation with Human Resources and Strategic Talent Management (HRSTM) to ensure employee eligibility, and selecting the recipient of the Staff Distinguished Award.

e. Announcement of Award

The recipient of this award will be announced during the Staff Enrichment Day celebrations. Such award (and reasons therefore) shall be made a part of the employee's personnel file.

2. Special Recognition Award

The purpose of the Special Recognition Award is to reward staff employees for demonstrating extraordinary initiative in performing a specific work-related task or providing outstanding customer service to others at a particular time or event.

a. Eligibility

(1) An active full-time or part-time staff member in good standing.

(2) A staff member may be eligible for the award only once every fiscal year.

(3) Nominations can be made by a supervisor or a peer.

b. Award

Awards are lump sum cash awards (less taxes) according to the dollar amounts authorized annually, allocated proportionately across divisions, and subject to the availability of funds.

c. Procedures

1. HRSTM will solicit nominations and announce the availability of funds on a quarterly basis.

2. All nominees will be reviewed by the Office of Human Resources and Strategic Talent Management.

3. HRSTM will confirm with the supervisor that the individual is in good standing and meets eligibility criteria.

4. Upon approval, HRSTM will notify the nominator and/or nominee's supervisor. The nominator and/or the nominee's supervisor will share the nomination with the employee.

5. HRSTM will forward a recognition certificate to the nominated employee.

6. HRSTM will track and allocate awards proportionally by division to ensure equitable distribution of funds.

V. Administrator Leadership Awards

A. Administrator Leadership Awards provide the College community with an opportunity to recognize excellence among the College's administrators. The award categories for administrators include:

1. Excellence in Leading a Collegewide Initiative
2. Excellence in Innovation
3. Excellence in Serving Students

B. Eligibility

1. A current administrator who has served in that role at the College for at least 3 years is eligible for any one of the above awards.

2. An administrator may receive the same award more than one time as long as at least 7 years have intervened.

3. If an administrator has received one award, they may receive an award in another category as long as 2 years have intervened.

C. Awards

Awards will be non-monetary and will consist of a collegewide recognition of the administrator's service.

D. Procedures

1. Administrators may be nominated by peers or supervisors.

2. All nominees will be reviewed by the President's Cabinet.

3. Awards will be determined by the President upon recommendation of the President's Cabinet.

E. Announcement of Awards

The President of the College or designee will announce the awards at the same time and place, typically the Closing Meeting of the spring semester.

VI. Equity and Inclusion Award

A. Purpose

The Equity and Inclusion Award recognizes students, faculty, and staff who have demonstrated exemplary accomplishments in advancing equity, inclusion, and diversity. These individuals serve as leaders through their contributions to making Montgomery College and/or their local community more inclusive by creating an environment where all individuals are valued and respected.

B. Eligibility and Criteria

A total of nine awards will be given: one full-time faculty; one part-time faculty; two staff; one administrator; and one student from each campus including Workforce Development and Continuing Education. A nominee must be a student currently enrolled at the College or a current full- or part-time faculty or staff member who satisfies two or more of the following:

1. Demonstrates work to promote social justice, equity, inclusion, and diversity across the College as an advocate, activist, teacher, or learner.
2. Facilitates opportunities to learn and bring people from different backgrounds in the College together.
3. Participates, develops, and promotes programs or events that support equity awareness and intercultural engagement efforts.
4. Demonstrates a high level of commitment to equity in service, teaching, and scholarship.
5. Understands and demonstrates how equity and diversity are integral to the mission and values of Montgomery College
6. Displays commitment to valuing equity and inclusion above and beyond assigned job duties.
7. Serves as an advocate for the interests of underserved populations.
8. Effectively implements an aspect of the Equity and Inclusion Roadmap for Success (effective for FY21 and future awards only)

C. Selection Committee

Nominations are reviewed by a committee comprised of members selected from each of the four campus governance councils, a member of the student council, representation from the staff council from Central Services, and representation from the Office of Equity and Inclusion.

D. Announcement of Award

The President will announce the awards at the same time and place, typically the Closing Meeting of the spring semester for employees and at the Equity Summit for students.

VII. Team Effort Award

A. Purpose

The purpose of the Team Effort Award is to recognize the skills and accomplishments of College community members who achieved the following by working as a team:

1. effectively shared the responsibilities;

2. successfully completed tasks;

3. interacted with each other to achieve specific goals and desired outcomes; and

4. collaborated with units internal and external to the College community.

B. Award

The award shall consist of a certificate of commendation for each individual, and each certificate shall be signed by the President.

C. Procedures

The President's Cabinet reviews and approves the Team Effort Award nominations. Individuals who wish to nominate members of the College community for the Effective Team Effort Award should forward a memorandum to recognition@montgomerycollege.edu which responds to the following criteria:

1. The project must be fully completed before submitting a team award recommendation. All memoranda and supporting documentation recommending the team award should be submitted within the same fiscal year in which the projects are completed.

2. Work for the project must be beyond the scope of the unit's regular duties and responsibilities.

3. Project team members must demonstrate successful collaboration with units internal and/or external to the College community.

4. Contributions of each project team member must be briefly documented by the recommending official.

VIII. Length of Service Award

This award recognizes sustained, creditable service to the College by employees. The award is approved by the President.

A. Eligibility

Full-time faculty and staff will be presented with a suitable award upon completion of certain intervals of sustained, creditable full-time service with the College.

B. Award

A certificate and an appropriate decorative pin will be awarded upon completion of 10 years of consecutive full-time service with the College, and at each 5-year interval thereafter. The President or designee will present the certificate and pins at appropriate ceremonies throughout the year.

C. Responsibility

The Chief Human Resources Officer is responsible for the design of the certificate and pin, the identification of eligible persons, and the preparation and processing of certificates.

IX. Retirement Recognition

A. Purpose

The purpose of the Retirement Recognition is to recognize retiring Full-time Faculty and regular administrators and staff for their years of service and dedication to the College. The Retirement Recognition is approved by Board of Trustees' resolution.

B. Preparation of Retirement Resolution

1. Faculty, administrators, and staff will provide their letter of resignation to the appropriate administrator pursuant to College Policy and Procedure 34005-Resignation and Retirement.
2. The appropriate administrator will forward that information to Human Resources and Strategic Talent Management (HRSTM).
3. HRSTM will provide information on the approved retirement recognition forms to the senior vice president for administrative and fiscal services (SVP-AFS).
4. The SVP-AFS will submit one copy of the forms to the Board Office according to established deadlines.
5. The Board Office will present one copy of each form to the Board of Trustees and obtain necessary signatures.
6. The Board Office will forward the approved forms in their entirety to HRSTM.
7. HRSTM will mail the signed form to each individual retiree along with any other approved symbol or token of their retirement recognition.
8. Recommendation of formal action will be made to the Board.

X. Gold, Silver, and Bronze Medallions

A. Purpose

The purpose of Gold, Silver, and Bronze Medallions is to recognize exceptional, outstanding, or distinguished service to the College, the academic profession, the County, the State, or the nation. All medallions are approved by Board of Trustees' resolution.

B. Preparation of Recommendations for Award of a Medallion

1. Members of the Board of Trustees

The award of a medallion to a departing member of the Board of Trustees is initiated at the discretion of the Board of Trustees, coordinated by the College President, and submitted to the Board of Trustees for adoption.

2. College President

The award of a medallion to a departing President is initiated at the discretion of, and adopted by, the Board of Trustees.

3. Friends of the College

The award of a medallion to an individual or group which has demonstrated outstanding or distinguished service to the College may be recommended by any College employee and forwarded through normal administrative channels to the Senior Vice President for Advancement and Community Engagement. The confidential recommendation shall be accompanied by a resolution for review and approval by the President and submission to the Board of Trustees for adoption.

4. Faculty and Staff

a. The award of a medallion to a College employee may be initiated by the individual's immediate supervisor, or other College employee, and forwarded through normal administrative channels to the Chief Human Resources Officer. The confidential recommendation shall be accompanied by a Board resolution for review by the President. If the award of an emeritus/emerita title is also being recommended, the recommendation for a medallion shall accompany the materials supporting the emeritus/emerita award. In this case, a separate Board resolution regarding the medallion is not required. The recommendation for the award, as well as the materials prepared for Board action, should contain the highlights of the individual's service to the College and evidence of the specific acts of outstanding or distinguished service for which the individual is to be recognized.

b. The Chief Human Resources Officer is responsible for coordinating the development of recommendations and Board resolutions pertaining to the award of medallions to retiring administrators and members of the faculty and staff. In each case of departure from service with the College, the Chief Human Resources Officer, shall contact the appropriate Dean and the Vice President and Provost or the employing supervisor and the head of the administrative operating unit to which the employee is assigned to determine whether a medallion will be recommended. The unit is responsible for preparing a Board resolution for review by the President highlighting the acts of outstanding or distinguished service.

The resolution shall be forwarded through normal administrative channels to the Chief Human Resources Officer. When all necessary materials have been received, the Chief Human Resources Officer shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. The Chief Human Resources Office will also function as the office of staff review for the President to assure that the awards made are of comparable distinction.

c. The Board Office is responsible for the storage and security of medallions.

d. Consideration of the proposed award of medallions by the Board of Trustees will be in executive session as a personnel action. Formal action of the Board will be in a public session. Presentation will be made

by the Chairman of the Board, the College President, or their designees.

XI. Emeritus/Emerita Awards

Emeritus/Emerita awards are given in recognition of a retiring president, administrators, and faculty in accordance with the criteria described below. The award is approved by Board of Trustees' resolution.

A. President

1. Upon receipt of a President's written notification of retirement or upon notification of death, the Chief of Staff or designee shall prepare a Board resolution with recommendation for emeritus/emerita status, provided the President has had ten or more years of service as an administrator.

2. The resolution shall include specific references to the individual's contributions to the College. If the award of a medallion is also recommended, additional appropriate materials supporting the award shall be included in the Board of Trustees' resolution.

3. If the president has less than ten years of service as an administrator, the Board may grant emeritus/emerita status based on documented justification for such status, including specific references to the individual's contributions to the College.

B. Administrator

1. Upon receipt of an administrator's written notification of retirement or upon notification of death, the Chief Human Resources Officer shall contact the head of the administrative operating unit to which the administrator is assigned and the Senior Vice President for Administrative and Fiscal Services.

2. If the administrator has had ten (10) or more years of service as an administrator, the head of the unit will prepare a memorandum recommending administrator emeritus/emerita status. The memorandum shall accompany a resolution for Board action and shall include specific references to the individual's contributions to the College. The memorandum and Board resolution shall be forwarded to the Chief Human Resources Officer through the appropriate administrative channels. If the award of a medallion is also recommended, additional appropriate materials supporting the award shall accompany the recommendation for emeritus/emerita status.

3. If the administrator has less than ten (10) years of service as an administrator, individual administrators may recommend emeritus/emerita status to the President through the Chief Human Resources Officer and the appropriate administrative channels. The recommendation shall contain detailed justification for such status, including specific references to the individual's contributions to the College. If the administrator emeritus/emerita status is recommended, Chief Human Resources Officer will prepare the necessary memorandum to the President for Board action. The President shall make a final decision regarding a recommendation to the Board.

4. The Chief Human Resources Officer is responsible for coordinating the

development of recommendations and memoranda regarding the award of administrator emeritus/emerita status. When all necessary materials have been prepared and collected, the Chief Human Resources Officer shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration.

5. All administrators designated as administrator emeritus/emerita shall be listed in the College catalog and be given such other recognition and honors as may be appropriate to persons of this status.

C. Faculty

1. Upon written notification of retirement from a faculty member holding faculty rank, or upon notification of death, the Chief Human Resources Officer will contact the appropriate Dean and Vice President and Provost.

2. If the individual has had ten (10) or more years of service, the Vice President and Provost will prepare a memorandum to the Senior Vice President for Academic Affairs and the Senior Vice President for Student Affairs recommending faculty emeritus/emerita status. The memorandum shall be in the normal format for Board action and shall include specific references to the individual's contributions to the College. The memorandum and Board resolution shall be forwarded to the Chief Human Resources Officer through the appropriate administrative channels. If the award of a medallion is also recommended by the Vice President and Provost, additional appropriate materials supporting the award shall accompany the recommendation for emeritus/emerita status.

3. If the member has less than ten years of service, the Chief Human Resources Officer will notify the appropriate Dean and Vice President and Provost. The Vice President and Provost may recommend by confidential memorandum, faculty emeritus/emerita status to the President through the Chief Human Resources Officer and the appropriate administrative channels. The recommendation shall contain detailed justification for such status, including specific references to the individual's contributions to the College. If faculty emeritus/emerita status is recommended by the Vice President and Provost, Chief Human Resources Officer will prepare a confidential memorandum to the President for Board action.

4. The Chief Human Resources Officer is responsible for coordinating the development of recommendations and memoranda regarding the award of faculty emeritus/emerita status. When all necessary materials have been prepared and collected, the Chief Human Resources Officer shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration.

XII. Tribute

A. Purpose

The purpose of the tribute is to honor Full and Part-time Faculty and Regular Administrators and Staff who have deceased while employed with the College. The Tribute is approved by Board of Trustees' resolution.

B. Preparation of Tribute

Upon notification of the death of a Full or Part-time Faculty member or Regular Administrators and Staff, the Chief Human Resources Officer shall contact the Dean and the Vice President and Provost or the employing supervisor and the head of the administrative operating unit to which the employee is assigned. The unit is responsible for preparing a Board resolution for review by the appropriate Vice President highlighting the individual's contributions to the College community. Where criteria for award are met, the individual may be recommended for a medallion award and/or emeritus/emerita status posthumously. The resolution shall be forwarded through normal administrative channels to the Chief Human Resources Officer. The Chief Human Resources Officer is responsible for coordinating the development of tributes. When all necessary materials have been received, the Chief Human Resources Officer shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. Formal action of the Board will be in a public session. Presentation will be made by the Chair of the Board, the College President, or their designees.

XIII. Other Employee Recognition

A. College units and/or departments may develop their own awards, subject to budgetary constraints, eligibility requirements, and approval by the appropriate Senior Vice President and/or Chief of Staff/Chief Strategy Officer.

B. Employees should report to the Chief Human Resources Officer any persons they consider worthy of recognition. The honor received will be publicized in appropriate MC publications.

XIV. External Awards

A. Awards of Appreciation

Any member of the community at large; departing members of Board advisory committees, scholarship donors, friends of the College, and College employees are eligible for an award of appreciation. The actual award may take any form including a certificate or plaque.

1. Friends of the College

a. Any individual or group may be recommended by a College employee for an award of appreciation. The recommendation shall be forwarded through normal administrative channels for final action to the Senior Vice President for Advancement and Community Engagement. The recommendation shall include a description of the special service for which the individual or group is to be recognized. Normally, the award is presented to the individual or group by the individual who initiated the recommendation.

b. The authorizing office will maintain a record of all awards given to include the name of the recipient, the date of approval, and the reasons for the recognition.

2. Advisory Committee Members

All departing members of Board advisory committees may be recommended for this award, which would normally be a certificate. The recommendation shall be forwarded through normal administrative channels to the Senior Vice President for Advancement and Community Engagement, who is responsible for preparing the certificate for the President's signature and transmittal of the certificate to the proper campus administrator to present to the individual.

3. Scholarship Donors

Scholarship donors will be honored and recognized in accordance with the donor stewardship policies of the Montgomery College Foundation. Any naming of buildings or programs in honor or memory of a donor will be done in accordance with the naming policies of the College and Montgomery College Foundation.

B. Service Award to Community Member

1. General

The College may from time to time recognize a member of the community who has served one or more campuses for outstanding service that benefits the students, a campus, the College, or the community. The College will honor the individual recognized for this service with an appropriately inscribed plaque that will be presented by the President at commencement exercises or at another appropriate ceremony or forum.

2. Selection and Approval

Recommendations will be sent through normal administrative channels to the Senior Vice President for Advancement and Community Engagement according to the criteria below. Final approval of the award will be by the President, after receiving recommendations from the Senior Vice President for Advancement and Community Engagement.

3. Criteria

a. The individual may be recognized only for volunteer service.

b. The same individual may not be recognized in consecutive years.

c. The individual may not be enrolled in courses during the period in which the service was provided.

d. The contribution of the individual must have a lasting effect and must be of enough significance and importance to set the citizen apart from other citizens who also assist the College in various ways. Examples of ways in which the citizen may have served follow:

(1) Launch an event or continuing program which strengthens College-community relations.

(2) Serve for a minimum of one year on an advisory committee and be responsible for a significant and meaningful contribution to the College.

(3) Support College development plans through testimony to the Montgomery County Council or other official bodies.

(4) Promote College and/or campus activities and programs through the media or through individual and/or group contacts in the community.

(5) Assist College and/or campus groups in special projects such as senior citizens' activities, performing arts, topical awareness seminars, etc.

(6) Encourage others to become involved in the life of the College and/or the campus.

(7) Provide meaningful assistance to assure private funds for scholarship or other purposes.

C. Outstanding Alumni Achievement Awards and Hall of Fame Recognition

The Outstanding Alumni Achievement Award is a special award of highest honor reserved solely for alumni of Montgomery College and presented by the Montgomery College Alumni Association. Procedures for nominations, awarding and eligibility are determined and handled by the Montgomery College Alumni Association as a separate organization.

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Administrative Approval: September 21, 1987; March 20, 1989; September 27, 1990; December 18, 1990; October 28, 1991; June 1, 1992; June 15, 1992; December 7, 1992; March 20, 2000; February 3, 2001; June 19, 2006; June 25, 2009; March 28, 2012; June 24, 2013; January 31, 2020; October 7, 2020; June 18, 2025; April 3, 2026.