<table>
<thead>
<tr>
<th>School of Public Health and Information Sciences</th>
<th>Policy/Procedure</th>
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</thead>
<tbody>
<tr>
<td>Subject: Policy and Procedure for Dean’s Award</td>
<td>No.</td>
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<td>Author: Peter L. Walton, MD, Associate Dean</td>
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<td>Revision: 1</td>
</tr>
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**Purpose:** Establish policy and procedures for the selecting the recipient of the Dean’s Award.

**Policy:** The Dean’s Award shall be awarded to a single student graduating from the School of Public Health and Information Sciences each year in which a recipient is selected. The Dean’s Award shall include a gift of $500. The selection of the recipient of the Dean’s Award, if any, shall be made by the Dean of the School.

**Coverage:** Limited to the selection of the recipient of the Dean’s Award.

**Procedure:** Each year nominations for the Dean’s Award will be open during the last week in March. Notice of nominations being open will be sent to all faculty members by the Associate Dean responsible for student affairs along with this policy.

A faculty member may nominate a student by submitting to the Associate Dean a letter of nomination, either in hard copy or electronically, that includes:

- Name of student.
- Degree program.
- Description of student’s excellent performance for which the he or she is being nominated (see criteria, below, for details).
- Extent to which student’s performance is unique, valuable, or significant.
- Impact, if any, of student’s performance on others.

More than one faculty member may nominate the same student.

The Associate Dean, working with Student Services, notifies the student of his or her nomination and requests the student to submit a copy of his or her resume or curriculum vitae. The Associate Dean makes all letters of nomination available to all faculty of the School and solicits comments in general and specifically from the directors of nominees’ programs and chairs of nominees’ departments, if any.

During the first week in April, Student Services prepares a package for each nominee consisting of:

- Letter(s) of nomination.
- Comments from faculty, director, and chair.
- Student’s resume or curriculum vitae.
- Student’s unofficial transcript.

During the second week of April, the Associate Dean convenes a panel consisting of the chairs of the departments or their designees and the directors of the School-based program or their designees. The Associate Dean acts as non-voting chair of the panel. The panel recommends at most three nominees for the Dean’s Award, based on the criteria presented below. The panel may decline to recommend any nominee.

The Associate Dean forwards to the Dean the recommendation(s) of the panel and the packages for all nominees. The Dean may select the recipient of the Dean’s Award from among the panel’s recommendation(s) or one of the other nominees, or may decline to select a recipient for that year.

The Dean notifies the Associate Dean responsible for student affairs the name of the recipient of the Dean’ Award, if any. The Associate Dean, working with Student Services, is responsible for preparing any plaque or trophy and for requesting preparation of the check to be given at convocation. The intent is for the name of the recipient of the Dean’s Award to remain secret and
confidential until disclosed by the Dean in announcing and presenting the award during convocation.

Criteria for Dean’s Award

- Student receiving an academic degree from a program in the School and in the convocation ceremony in which the Dean’s Award is to be given.
- Minimum GPA of 3.5 in the program for which the degree is being awarded.
- Excellent performance as a student in the academic program. This performance may be in the form of a single achievement or an accumulation of achievements over a period of time. The achievement(s) may be in one or more of the following areas:
  - Academics, including, for example, presentation(s), paper(s), or GPA.
  - Research, including outstanding design, execution, or results.
  - Service to the community or profession.
  - Leadership
  - Other areas that demonstrate excellence in creativity, critical thinking, societal contribution, or knowledge application.
- The student’s performance should be regarded as unique, valuable, or significant.
- The level of impact of the student’s performance on others (e.g., community) will be considered to be a differentiating factor.

Examples: n/a
Discussion: n/a