



NACUBO Awards Program Guidelines and Nomination Forms

Each year NACUBO recognizes individual and institutional excellence and achievement through its awards program. The NACUBO Awards Program is established to:

- Identify and encourage individual and institutional excellence in college and university business and financial management.
- Encourage and promote active participation in NACUBO's programs and services.
- Identify individual and institutional role models and contribute toward a positive perception of the business officer profession.

Nominations are being accepted for the following awards:

- Distinguished Business Officer Award
- Service to NACUBO Award
- Excellence in Sustainability Award
- NACUBO Board Chair's Award

The awards will be presented at the 2018 NACUBO Annual Meeting in Long Beach, CA.

Please mail nomination packet to:

Me'Shell Drigo
Senior Manager, Member Services
NACUBO
1110 Vermont Avenue NW, Suite 800
Washington, DC 20005
mdrigo@nacubo.org

Phone: 202.861.2515

Nomination packet must be received by Friday, March 9, 2018.

Distinguished Business Officer Award

The NACUBO Distinguished Business Officer Award is the association's highest recognition for individual achievement and acknowledges, honors and celebrates exemplary leaders whose life-long work has had significant positive impact on advancing business and finance administration in higher education.

Purpose: Established by the Association to recognize individuals who, in the field of business and financial management in higher education, have shown outstanding achievement and extraordinary service both to NACUBO and to institutions of higher learning over an extended period of time. Recipients have made exceptional contributions to the work of the Association, and to its recognition in higher education.

Nomination Process: An individual, who has made outstanding contributions over their career in the field of higher education business administration, including service to institutions, fellow business officers, and the association, will be considered for this award. Nominees for the NACUBO Distinguished Business Officer Award, the association's highest honor, must be affiliated with an NACUBO member institution.

NACUBO seeks annual nominations for this award from the membership. Nomination letters should include a brief vitae, address and telephone number of the nominee, as well as justification for the nomination and selection. Recipients are selected in the spring of each calendar year, with the presentation of the award to occur at the NACUBO Annual Meeting.

Selection Criteria: An individual who has made outstanding contributions to the advancement of college and university fiscal management through service to the higher education industry and business officer profession over a number of years, will be considered for this award. Nominees must serve/have served in recent years as a direct report to the president and on the president's cabinet at a NACUBO member institution. Self-nominations will not be considered.

Anyone may submit a nomination for the Distinguished Business Officer Award with the candidate's permission. Nominations must clearly document why the candidate should be considered, above all others, for this distinguished award. All nominations must contain sufficient information to inform the selection process without additional research. Each nomination submitted must include:

- Curriculum Vitae or Resume
- Description/Recommendation of how the candidate fulfills the essential aspects of the award
- References

Individuals serving in the following position(s) will not be eligible for the award until one year after they last served in the position(s):

- Directors or Officers of the NACUBO Board of Directors
- Individuals serving as Chair of the NACUBO Board
- Presidents of regional associations and those in the chairs of ascendancy
- Employees of NACUBO

Awards will be made at the discretion of selection committee, which may choose to grant one award, no award, or multiple awards in any one year.

Nature of Award: Details and benefits of receiving the award are as follows: an inscribed award, suitable for display; awardees name to be added to a master plaque displayed within the NACUBO national office; honorary individual life membership in NACUBO, including a life subscription to the *Business Officer* magazine; waiver of annual meeting fees for award and spouse/guest for the awarding year only; transportation and hotel accommodations for three nights at the annual meeting for Awardees and their spouse/guest when the award is presented.

Promotion of Award: An annual publicity campaign to provide maximum visibility to the program, including coverage in *Business Officer* magazine. A presentation will occur at the NACUBO Annual Meeting.

Distinguished Business Officer Award Nomination Form



Purpose of award: To recognize individuals that have shown outstanding achievement and extraordinary service both to NACUBO and to institutions of higher learning over an extended period of time.

Selection criteria: An individual who has made outstanding contributions to the advancement of college and university fiscal management through service to the higher education industry and business officer profession over a number of years, will be considered for this award. Nominees must serve/have served in recent years as a direct report to the president and on the president's cabinet at a NACUBO member institution. Self-nominations will not be considered.

Name: _____

Title: _____

Institution: _____

Address: _____

City, State, and Zip: _____

Phone: _____

Email address: _____

Nominated by: _____

Institution: _____

Phone: _____

Email address: _____

The following documentation **must** be submitted along with this nomination form:

- Two or three paragraphs highlighting why this person deserves the award (contributions, involvement, volunteer efforts, etc.)
- Nominee's current resume or curriculum vitae

Awards will not be given posthumously.

Service to NACUBO Award

Purpose: To recognize outstanding individual contributions to NACUBO professional development activities as well as the association's publication programs.

Selection Criteria: Award criteria include but are not limited to:

- Nominees must a NACUBO member in good standing
- NACUBO employees may nominate a member for the Service to NACUBO award
- Self-nominations will be considered
- Contributions to the ACUBO Regions will be taken into consideration
- Contributions to NACUBO tie into the mission and vision of the organization
- Nominations may include any supporting documentation (i.e. publications, news articles, recommendations, examples of committee/task force work, etc.)
- Business and corporate partners will not be considered

Professional Development

- Applicability and significance of work advancing state-of-the-art professional development
- Effectiveness of instructional and communication abilities
- Design, development and implementation of new professional development programs
- Frequency and relevance of training materials and products authored.

Publications and Programs

- Timeliness and current value of publication
- Subject matter is currently of widespread concern in the field and of acknowledged importance.
- Originality of the work as a contribution to the literature in the field
- Application of the contribution; which or not a wide number of administrators, from varying institutions, may find it useful
- Literary style of the contribution; clear and effective writing.
- Regularity of contribution with the publications program
- Response to requests for review: whether he/she has promptly and effectively responded to various requests for the review of manuscripts
- Manuscript preparation: the expenditure of time and care in writing a manuscript published by NACUBO.

Nature of Award: An inscribed plaque, suitable for display. Complimentary registration to the NACUBO 2018 Annual Meeting for the award recipient.

Promotion of Award: An annual publicity campaign to provide maximum visibility to the program, including coverage on the NACUBO website and in the Business Officer magazine.

Service to NACUBO Nomination Form



Purpose of award: To recognize outstanding individual contributions to NACUBO professional development activities as well as the association's publication programs.

Selection criteria: Award criteria include but are not limited to:

- Nominees must be a NACUBO member in good standing
- Self-nominations will be considered
- Contributions to the ACUBO Regions will be taken into consideration
- Contributions to NACUBO tie into the mission and vision of the organization
- Nominations may include any supporting documentation (i.e. publications, news articles, recommendations, examples of committee/task force work, etc.)
- Business and corporate partners will not be considered

Name: _____
Title: _____
Institution: _____
Address: _____
City, State, and Zip: _____
Phone: _____
Email address: _____

Nominated by: _____
Institution: _____
Phone: _____
Email address: _____

The following documentation **must** be submitted along with this nomination form:

- Two or three paragraphs highlighting why this person deserves the award (contributions, involvement, volunteer efforts, etc.)
- Nominee's current resume or curriculum vitae

Awards will not be given posthumously.

Excellence in Sustainability Award

Purpose: To recognize an institution that has demonstrated excellence and innovation in full range of sustainability leadership; financial, facilities, operational, environmental, community, and climate.

Background: This award honors innovation that advances all aspects that lead the way towards a more sustainable future.

Nomination Process: Beginning every winter, NACUBO seeks annual nominations for this award from the higher education community. Selected members from the NACUBO Sustainability Advisory Panel (SAP) program committee and a NACUBO staff expert will review nominations and select a recipient by early spring.

A maximum of 1 award may be conferred each year.

Selection Criteria: Award criteria include but are not limited to:

- Nominees must a NACUBO member in good standing
- Must have approval of highest ranked leader at the campus (President or Chancellor)
- Contributions to the advancement of college and university innovative campus projects, processes, reporting or fiscal service to the campus and/or higher education industry
- Development or implementation of innovative approaches that advance sustainability (financial, facilities, environmental) in the campus and/or community
- Unique and significant process or projects that create operational efficiency and cost reduction;
- Alternative energy and creative innovative funding options
- Planning and executing for innovative financials in operations and environmental realm
- Unique development of climate, master or resiliency plans
- Creation, dissemination or interpretation of material relevant to sustainability practices that advance the practice; including publications, articles, or presentations

Nature of Award: An inscribed plaque, suitable for display. Complimentary registration to the NACUBO 2018 Annual Meeting for one person representing the institution.

Promotion of Award: An annual campaign for nominations will appear on NACUBO's website, Current, and *Business Officer* magazine.

Excellence in Sustainability Nomination Form



Purpose of award: To recognize an institution that has demonstrated excellence and innovation in full range of sustainability leadership; financial, facilities, operational, environmental, community, and climate.

Selection criteria: Award criteria include but are not limited to:

- Nominees must be a NACUBO member in good standing
- Must have approval of highest ranked leader at the campus (President or Chancellor)
- Contributions to the advancement of college and university innovative campus projects, processes, reporting or fiscal service to the campus and/or higher education industry
- Development or implementation of innovative approaches that advance sustainability (financial, facilities, environmental) in the campus and/or community
- Unique and significant process or projects that create operational efficiency and cost reduction;
- Alternative energy and creative innovative funding options
- Planning and executing for innovative financials in operations and environmental realm
- Unique development of climate, master or resiliency plans
- Creation, dissemination or interpretation of material relevant to sustainability practices that advance the practice; including publications, articles, or presentations

Institution: _____

Contact Name: _____

Title: _____

Address: _____

City, State, and Zip: _____

Phone: _____

Email address: _____

Primary Representative: _____

Title: _____

Email address: _____

Signature: _____

The following documentation **must** be submitted along with this nomination form:

- Two or three paragraphs highlighting why this institution deserves the award
- High resolution color photograph of your campus (send high resolution JPG by email)

NACUBO Board Chair's Award

Purpose: To recognize outstanding and transformative institutional initiatives that demonstrate business office excellence in higher education.

Background: NACUBO's awards program fosters a tradition of excellence in higher education by honoring individuals and organizations who have committed their time and resources to advancing colleges and universities and their respective goals and missions. The awards program highlights the efforts of those who go above and beyond to demonstrate leadership, excellence, and dedication to support and advance higher education.

The NACUBO Board Chair's Award is designed to recognize institutional initiatives that exemplify leadership, effectiveness, and achievement from within the business office.

Nomination Process: The winning institution (or institutions) is selected in the spring; the presentation of the award will occur at the NACUBO Annual Meeting.

Eligibility Criteria:

- NACUBO member institution in good standing.
- The recognized initiative must have advanced the economic vitality, business practices, and support of the higher education institution in a manner that supports its mission.
- Nominations must have approval of highest ranked leader at the campus (e.g. president or chancellor)

Nature of Award: An inscribed plaque, suitable for display. Complimentary travel and registration for a representative that will be accepting the award on behalf of the institution at the NACUBO Annual Meeting.

Promotion of Award: An annual campaign for nominations will appear on NACUBO's website, *Current*, and *Business Officer* magazine.

NACUBO Board Chair's Award Nomination Form



Purpose of award: To recognize outstanding and transformative institutional initiatives that demonstrate business office excellence in higher education.

Selection criteria: An institution that has demonstrated excellence in higher education. Eligibility criteria:

- NACUBO member institution in good standing.
- The recognized initiative must have advanced the economic vitality, business practices, and support of the higher education institution in a manner that supports its mission.
- Nominations must have approval of highest ranked leader at the campus (e.g. president or chancellor)

Institution: _____

Contact Name: _____

Title: _____

Address: _____

City, State, and Zip: _____

Phone: _____

Email address: _____

Primary Representative: _____

Title: _____

Email address: _____

Signature: _____

The following documentation **must** be submitted along with this nomination form:

- Two or three paragraphs highlighting why this institution deserves the award
- High resolution color photograph of your campus (send high resolution JPG by email)