

# *East Central University*

## **Distinguished Service Award** **Criteria and Nomination Procedure**

*Date Criteria/Nomination Form Developed:* prior to November 2011

*Dates Reviewed:* November 2011 by Advancement Staff; January 2013 by Foundation and Advancement Staff

*Dates Criteria/Nomination Form Revised:* November 2011(cc), January 2013(pd)

### **A. Minimum Criteria for Consideration:**

Any individual, family or organization nominated to receive this award should meet the following criteria:

1. Must have demonstrated a constant interest in and support of the University over time while exemplifying the ideals of the University.
2. Must have provided outstanding service to the University which contributed in an identifiable and significant way to the success of the University.
3. Service contribution may be for a particular accomplishment, or a sustained and exemplary record of service beyond an individual's, family's, or organization's direct personal interests.

Because of the nature of this award, the nominee does not have to be directly affiliated with the University.

### **B. Number of Nominees:**

The number of nominees will be dependent upon the service contributions during a given time period.

### **C. Process:**

1. Nomination information will be provided to the community in a published format prior to December 31 of each year, with a deadline of February 1 of the following year.
2. Nomination information will be provided to East Central University faculty and staff at least three times using the most effective type of communication as determined by the ECU Advancement Office. The deadline will be February 1.
3. Nominations will be reviewed by a committee appointed by the President. This committee will provide the President with a slate of no more than three (3) names.
4. The individual(s) selected will be determined by the President in consultation with the executive leadership team.
5. Notification to the recipient(s) will be determined by the President.

#### **D. Instructions for Nominations:**

***Please contact the nominee for permission to nominate prior to submitting application!***

Any nominations should be submitted in a separate document and mailed/delivered to:  
Office of University Advancement  
1100 E. 14<sup>th</sup> Street, PMB Y-8  
Ada, OK 74820

If submitted in an electronic format, please submit to: [give2ecu@ecok.edu](mailto:give2ecu@ecok.edu)

All submissions should include at least the following:

Name of Nominator

Date of Submission

Name of Nominee(s)

A brief description of how this faculty member has exceeded the minimum criteria for consideration, and why he/she should receive this award.

A detailed list of the ways that the nominee has served the University in truly extraordinary ways, and how this service has benefited the University.

A detailed list of the nominee's professional and civic affiliations, accomplishments, activities, leadership positions, awards, or recognition.

***Please attach your signature and the date of submission at the bottom of the nomination document! If submitted in electronic format, please call one of the following phone numbers to verify your submission:***

***580-559-5611 or 580-559-5514***

## **E. Former Recipients:**

- 2014: Bertha Frank Teague Mid-America Classic
- 2013: Monica Neal
- 2012: Frank Crawford and Mike Crawford (alumni)
- 2011: The Horne Family (alumni)
- 2009: Billie Floyd (alumna)
- 2008: David Hathcoat (alumni)
- 2007: Mike and Karen Smith (alumni)