

Proposed Baseline Guidelines for External Awards and Other Honors Bestowed by CFAES, Its Departments, or Entities to Alumni, Donors & Friends

Receiving an honor from CFAES, its departments, or entities means a great deal to our stakeholders. It also means a lot to have prominent alumni / friend represent the college by receiving an award, or by serving in a volunteer leadership role. These guidelines will help make sure we have consistency across the college and that the honors are held to the high standard intended.

Proposed baseline guidelines for awards & other honors bestowed by CFAES, its departments, or entities:

1. Members of the selection committee cannot be selected for an award while serving on the committee.
2. Candidates related to someone serving on the selection committee are not eligible.
3. Candidates will be vetted by OSU Prospect Development before final award decision or being nominated for a significant volunteer leadership role representing the college such as advisory councils filled by appointment, and for alumni boards (ie CFAES Alumni Society Board, Environmental and Natural Resources Alumni Society, ACEL Alumni Board).

Vetting process:

- CFAES committee liaison (this is the CFAES staff person working with an awarding committee) to the Recognition Committee will compile the names, address information, and (if possible) TAS ID numbers of all proposed award recipients.
- After compiling the appropriate information, the CFAES committee liaison will submit the information to Claire Badger, Director of Alumni Engagement.
- Director of Alumni Engagement will forward to the Prospect Development liaison with University Advancement.
- Upon receipt, the Prospect Development Team will research the proposed award recipients with particular attention to social media, public information on the web, and additional information as is available through past media coverage and other information.
- The Prospect Development Team will notify the Director of Alumni Engagement of the results. Those will be passed along to the CFAES committee liaison. The CFAES committee liaison will update the Recognition Committee regarding the outcome of the review process.
- The Recognition Committee will then make their recommendations to the CFAES Cabinet for approval. They will submit the name, application / nomination, and the okay from the Prospect Development Team to the Cabinet.
- The CFAES Cabinet will inform the CFAES committee liaison and the Director of Alumni Engagement of approval or decline of the honors. If the honor is approved, then the CFAES committee liaison will inform the committee, honoree, and community. If

the honor is declined, then the CFAES committee liaison will work with the Recognition Committee to submit a new name to the Director of Alumni Engagement for the vetting process.

Current college honors by department/ area (as of 4/5/18)

Animal Science:

- Animal Science Hall of Fame
- Dairy Hall of Service

Chadwick Arboretum

- Aesculus Lifetime Achievement Award
- Chadwick Arboretum Collaborators Award
- Lorax Award

CFAES Alumni Society Board:

- CFAES Alumni Awards

Farm Science Review

- Farm Science Hall of Fame

Food Science & Technology

- Food Science Technology Hall of Distinction
- Harris Award

4-H

- Ohio 4-H Alumni Award
- Ohio 4-H Volunteer Award
- Ohio 4-H Hall of Fame

Call for nominations for award or honor (if applicable)

Recognition Committee considers pool & decides who to recommend.

CFAES committee liaison submits names, contact info to CFAES Alumni Dir.

CFAES Alumni Dir adds TAS ID's & submits list to Prospect Development liaison with University Advancement

Prospect Development researches public info on candidate(s). Sends all clear or concerns back to Alumni Dir.

Alumni Dir. Shares findings with CFAES committee liaison to share with Recognition Committee

If there are no concerns, the Recognition Committee sends name(s), application/nomination & ok from research to CFAES cabinet for approval

If there are serious concerns, the Recognition Committee submits alternate name to CFAES Alumni Dir

CFAES Cabinet considers nomination and decides to approve or decline & tells committee liaison & alumni director

If the recommendation is declined, the Recognition Committee submits a new name for vetting.

If the recommendation is approved, move forward with notifying honoree and community.

