

MEMORANDUM

TO: Friends and colleagues

FROM: Wythe

RE: Faculty Senate Distinguished Service Award

DATE: Oct. 20, 1995

1. Please find enclosed a sheet containing the "purpose" and the "criteria" for awarding this highest honor which the faculty can pay to one of its own.

2. The process is as follows:

(1) The President of the Senate appoints a committee to receive nominations for the award. The committee may not contain any presently serving senators. In previous years, it has been customary for the committee to contain prior recipients of the award. The four prior recipients, in the order of their receipt of the award, are: Bob Barfield, Doug Jones, Annabel Hagood, and Claudia Johnson.

(2) The committee puts an advertisement in a locale which is accessible to the University community. I would pick the Dialog or the Crimson-White, or both. The ad mentions the existence and purpose of the committee, and solicits nominations from the University community.

(3) Nominations deadline is February 15.

(4) After that date, the committee meets to debate upon the nominations made to it, and to make any recommendation it wishes to the Faculty Senate. In the past, nominations have always been made unanimously by the committee, or they were not submitted.

(5) The committee reports to the Senate at its March meeting. If there are nominations, the Senate goes into closed session for the vote, which, to designate an honoree, must be by two-thirds of those present. I recall the votes for three of the four recipients, and while two of those three were not unanimous, the vote was overwhelmingly positive in each case and was unanimous in the third.

(6) The Senate, or its President, then decides when and how to notify the honoree, if one has been selected. Our most recent honoree, Claudia, was tricked into attending the spring all-University Faculty Meeting held in Ferguson's auditorium, where the award was made to her as a complete surprise to her.