

## ***President's Award for Diversity and Inclusion*** **Guidelines**

### **Introduction:**

The President is pleased to present the *President's Award for Diversity and Inclusion* in recognition of extraordinary efforts by Murray State University (MSU) faculty and professional staff. The purpose of the award is to recognize institutional change agents who foster success for historically underrepresented populations, work through a lens of appreciation for diversity and advance an inclusive community for all at MSU.

### **Eligibility Guidelines:**

1. Nominees must be regular faculty members at MSU as defined by Section 2.1.1.1 of the *Faculty Handbook*, adopted May, 2007, or full-time professional staff as defined by Policy II M of the *Personnel Policies and Procedures Manual*, revised February, 1990.
2. Awardees will be eligible to receive another award five years from receipt of a previous award.
3. Should a member of the Commission on Diversity and Inclusion (review agent) be nominated and elect to pursue the award, he/she must abstain from participating in any portion of the Commission's work pertaining to the award from that point forward and until the selection process is complete.

### **Nomination Process:**

1. Faculty, staff, students and alumni may submit nominations. Only one nomination is needed to place a candidate's name in contention for the award.
2. Persons wishing to nominate a faculty or professional staff member for the *President's Award for Diversity and Inclusion* should submit the following information to the Commission on Diversity and Inclusion at [msu.pcdi@murraystate.edu](mailto:msu.pcdi@murraystate.edu):
  - a. Full name of nominee;
  - b. Nominee's current position; and
  - c. Justification of why the nominee deserves the award (two page maximum).
3. At the close of the nomination period, each nominee will be requested to provide:
  - a. An overview of the individual's diversity activities, including a statement outlining their value for diversity (three page maximum);

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- b. Up to three additional supporting letters (the nominator's letter will also be used in the overall evaluation) from faculty, staff, students and alumni (at least one letter must be from an individual having first-hand knowledge of the individual's work in this area); and
- c. Current resume or curriculum vitae.

### **Timeline:**

Deadline for Nominations	March 27
Nominees Contacted	March 28
Deadline for Nominees to Submit Information	April 2
Recipient Announced	April 19 (Faculty Recognition Banquet)

### **Evaluation Criteria:**

The Commission on Diversity and Inclusion shall review nominations and recommend the name of each year's recipient to the President of the University. The following criteria shall be used.

1. Efforts of change that provide leadership for individuals and programs that stimulate and sustain an inclusive community.
2. Research, teaching and learning grounded in theories, concepts and/or methodologies that enhance diversity and advance equity, social justice, multiculturalism, educational reform or inclusion.
3. Pedagogies, concepts and practices which contribute to closing the achievement gap by advancing understanding and acceptance of cultural differences, contributing to social change and addressing student learning styles and needs, such as curriculum infusion and undergraduate research.
4. Personal and professional development and support such as advising, mentoring, recruitment and retention and promotion/graduation of underrepresented faculty, staff or students with measurable outcomes.
5. Demonstrated efforts that foster classroom climates which encourage coalition building and interactions across diverse groups.
6. Community service programs or initiatives that advance diversity across or beyond the University community such as outreach, partnerships and service learning.

### **Award:**

1. Presentation of the *President's Award for Diversity and Inclusion* will be made at the annual Faculty Banquet. The recipient of the award will receive a plaque and a stipend of \$1,000.

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2. Appropriate acknowledgement in University media and forums, including participation in Commencement exercises.
3. Awardees' name added to a permanent plaque (with list of prior awardees) displayed in the Office of the President.

### **Questions:**

Questions regarding the *President's Award for Diversity and Inclusion* should be directed to the President's Commission on Diversity and Inclusion at [msu.pcdi@murraystate.edu](mailto:msu.pcdi@murraystate.edu).

Adopted Spring, 2010  
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