President's Commission on Diversity and Inclusion

President's Awards for Diversity and Inclusion
Guidelines

Introduction:

The *President's Awards for Diversity and Inclusion* recognize extraordinary efforts for diversity by Murray State University (MSU) employees and students. The purpose of the awards 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:

Nominations will be accepted in three (3) categories: faculty/exempt staff, non-exempt staff, and students.

<u>Faculty/Exempt Staff</u>

1. Nominees must be regular faculty members at MSU as defined by Section 2.1.1.1 of the *Faculty Handbook*, adopted September, 2012, or full-time exempt staff as defined by Policy II.M of the *Personnel Policies and Procedures Manual*, revised September, 2012.
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.

<u>Non-exempt Staff</u>

1. Nominees must be regular, full-time, non-exempt staff members at MSU as defined by Policy II.B.1.b and Policy III.B.2 of the *Personnel Policies and Procedures Manual*, adopted September, 2012.
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.

Students

1. Nominees must be a full-time undergraduate or graduate student at MSU as defined by Chapter 5 of the *Academic Bulletin*.
2. Awardees are not eligible to receive another 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 someone for a *President's Award for Diversity and Inclusion* should submit the following information to the Commission on Diversity and Inclusion at msu.pcdi@murraystate.edu:
    a. Full name of nominee;
    b. Category of nomination (faculty/exempt staff, non-exempt staff, and students) and nominee's title if employed by the institution; and
    c. Justification of why the nominee deserves the award (limited to two pages, typed single-spaced).
3. At the close of the nomination period, each nominee will be requested to provide:
    a. An overview of the individual's diversity activities (limited to three pages, typed single-spaced);
    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 3rd Tuesday of February
Nominees Contacted 4th Tuesday of February
Deadline for Nominees to Submit Information 2nd Tuesday of March
Recipients Named in April

Evaluation Criteria:

The President's Commission on Diversity and Inclusion shall review nominations and recommend the names of individuals 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:

<u>Faculty/Exempt Staff</u>

1. Presentation will be made at the annual Faculty Banquet. The recipient of the award will receive a stipend of $1,000.
2. Appropriate acknowledgement in University media and forums.
3. Awardees' name added to a perpetual plaque displayed in the Office of the President.

<u>Non-exempt Staff</u>

1. Presentation will be made at the annual Staff Recognition Luncheon. The recipient of the award will receive a stipend of $1,000.
2. Appropriate acknowledgement in University media and forums.
3. Awardees' name added to a perpetual plaque displayed in the Office of the President.

<u>Students</u>

1. Presentation will be made at the annual Honors Day celebration. The recipient of the award will receive a stipend of $1,000.
2. Appropriate acknowledgement in University media and forums
3. Awardees' name added to a perpetual plaque displayed in the Office of the President.

Questions:

Questions regarding the *President's Awards for Diversity and Inclusion* should be directed to the President's Commission on Diversity and Inclusion at msu.pcdi@murraystate.edu.

Adopted Spring, 2010 Revised Fall, 2010 (timeline)
Updated Spring, 2012
Updated Spring, 2013
Revised Fall, 2013