
Chapter: Human Resources

Modification No. 008

Subject: **Recognition Awards**

1 I. Purpose

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3 The purpose of recognition awards is to recognize exceptional, outstanding,
4 distinguished, sustained, or special service to the College, the academic profession, the
5 County, the State, or the nation by individuals or groups.
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7 II. Awards

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9 The following awards are authorized by the Board of Trustees:

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11 A. Gold Medallion

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13 This award recognizes exceptional service and nationally recognized presidential
14 leadership in higher education. A retiring College President may be
15 recommended for this award. Where criteria for award are met, medallions may
16 be awarded posthumously. The award is approved by Board of Trustees'
17 resolution.
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19 Criteria

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21 The award of a Gold Medallion shall be made after intensive review of the
22 recommendation in order to ensure that only truly exceptional leadership and
23 dedication is recognized and that rigorous criteria have been applied and
24 satisfied. In addition, there must be specific acts of documented, exceptional
25 service which have been generally recognized as placing the individual in a
26 category well above others who have rendered sustained outstanding or
27 distinguished service. Consideration will be given to the length of time which the
28 individual has devoted to College service, but the exceptional quality of the
29 service remains the most important criteria.
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31 B. Silver Medallion

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33 This award recognizes outstanding service to the College, the academic
34 profession, the County, the State, or the nation. Departing members of the
35 Board of Trustees, retiring College faculty, administrators and staff, and friends of
36 the College may be recommended for this award. Where criteria for award are
37 met, medallions may be awarded posthumously. The award is approved by
38 Board of Trustees' resolution.
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40 Criteria

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42 The award of a Silver Medallion will be made after intensive review of the
43 recommendation in order to ensure that only truly outstanding service is
44 recognized and that rigorous criteria have been applied and satisfied. In
45 addition, there must be a specific act or acts of documented, outstanding service
46 which have been generally recognized as placing the individual in a category well

47 above others who have rendered sustained and distinguished service.
48 Consideration will be given to the length of time which the individual has devoted
49 to College service, but the outstanding quality of the service remains the most
50 important criteria.

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52 C. Bronze Medallion

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54 This award recognizes distinguished service to the College. Departing members
55 of the Board of Trustees, retiring College faculty, administrators and staff, and
56 friends of the College may be recommended for this award. Where criteria for
57 award are met, medallions may be awarded posthumously. The award is
58 approved by Board of Trustees' resolution.

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60 Criteria

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62 Distinguished service to the College is the primary criterion to award a Bronze
63 Medallion. To recommend the award, individuals should carefully document the
64 specific act or acts of distinguished service to the College that warrant such an
65 award. With respect to departing employees, a record of documented,
66 distinguished performance over an extended period of time would form a
67 sufficient basis for award of a Bronze Medallion.

68
69 D. President, Administrator and Faculty Emeritus/Emerita

70
71 This award is given in recognition of a retiring president, administrators, and
72 faculty in accordance with the procedures described herein. Where criteria for
73 award are met, emeritus/emeriti status may be awarded posthumously. The
74 award is approved by Board of Trustees' resolution.

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76 E. Trustee Emeritus/Emerita

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78 This award is given in recognition of service by former members of the Board of
79 Trustees as specified in the procedures described herein. The award is
80 approved by Board of Trustees' resolution.

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82 F. Retirement Recognition

83
84 This award recognizes retiring full-time faculty and regular administrative,
85 associate and support staff for their years of service and dedication to the
86 College. The award is approved by Board of Trustees' resolution.

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88 G. Tribute

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90 This award honors full and part-time faculty and regular administrative, associate
91 and support staff who decease while employed with the College. The award is
92 approved by Board of Trustees' resolution. Where criteria for award are met, the
93 individual may be recommended for a medallion award and/or emeritus/emeriti
94 status posthumously.

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96 III. Other Awards

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98 A. Recognizing Acts of Heroism

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100 In recognition of an exceptional act or an act of heroism, an employee will be
101 honored in a public ceremony. He or she may be granted a cash award and/or a
102 certificate recognizing the act of honor.

103
104 B. Awards of Appreciation

105 Any member of the community at large; departing members of Board advisory
106 committees, scholarship donors, friends of the College, and College employees
107 are eligible for an award of appreciation.
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110 IV. Implementation of Policy

111 The President is authorized to establish procedures to implement this policy and all other
112 recognitions and awards that do not require the Board of Trustees' authorization.
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116 Board Approval: September 21, 1987; March 20, 1989; October 28, 1991; June 15, 1992;
117 September 18, 2000; June 19, 2006; April 13, 2009; January 29, 2020.

Chapter: Human Resources

Modification No. 017

Subject: Recognition Awards

I. General Nomination and Eligibility Guidelines

- A. All awards conferred through a nomination process shall be announced via College communication channels. The call for nominations shall include the award’s specific criteria, eligibility requirements, timelines, approved monetary amounts, and guidance on how members of the College community may submit nominations.
- B. Awards selected through a committee process shall adhere to the specific guidelines pertaining to each award, as outlined below. All committees shall uphold a commitment to transparency and to the application of standard criteria throughout the selection process.
- C. While annual awards should generally consider the nominee’s actions and/or achievements over the preceding year, the totality of their record and tenure at the institution shall be considered. In some cases, past conduct may render a nominee ineligible to receive an award.
- D. The President’s Cabinet reviews all nominations and may, in exceptional circumstances, rescind an award – even after it has been conferred. Such exceptional circumstances may include but are not limited to: fraud or misrepresentation; unethical or immoral conduct; and/or actions which are inconsistent with the award criteria and/or values of the College.

II. Full-time Faculty Awards

A. Outstanding Awards and Full-time Faculty of the Year

1. Outstanding Full-time Faculty Awards

The Outstanding Full-time Faculty Awards provide the College community with an opportunity to recognize excellence in a variety of positions at the College and add a special dimension to the awards the College already provides. The award categories for full-time faculty include:

- a. Excellence in Teaching
- b. Excellence in Counseling and Academic Advising
- c. Excellence in Scholarly or Professional Accomplishments
- d. Excellence in Service to the College and/or Community

2. Full-time Faculty Member of the Year

The Montgomery College Full-time Faculty of the Year Award is intended to recognize an individual faculty member who has sustained excellence in all classifications: in teaching or academic advising, in scholarly or professional accomplishments, and in service to the institution and/or the community.

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B. Eligibility

1. A current full-time faculty member who has been a full-time faculty member at the College in good standing for at least 3 years is eligible for any one of the above awards.
2. A full-time faculty member may receive the same award more than one time as long as at least 7 years have intervened.
3. If a full-time faculty member has received one award, they may receive an award in another category as long as 2 years have intervened.
4. Chairs are eligible to be nominated and to receive any of the above awards.
5. Every full-time faculty member at Montgomery College is eligible to be nominated, even if the individual received a Faculty Outstanding Award, but not if the individual received a Faculty of the Year Award.

C. Awards

Monetary awards will be the same for all Outstanding Full-time Faculty Awards. The amount of the award will depend on the College's financial situation. The monetary award for Full-time Faculty of the Year will be higher but will also depend on the College's financial situation.

D. Outstanding Full-time Faculty Awards Committee

1. The Montgomery College Outstanding Full-time Faculty Awards Committee (MCOFFAC) consists of the following members:
 - a. Five (5) full-time faculty (including at least one counseling faculty) selected by Faculty Council;
 - b. Two (2) administrators, one from Academic Affairs and one from Student Affairs, appointed by the President.
2. The Full-time Faculty of the Year award winner will be invited to be a member of the MCOFFAC, as a sixth faculty member, the year following their award for a one-year commitment.
3. Committee members shall serve two-year terms, with no provision for reappointment to a second term.
4. The Chair of the Committee shall be recommended from among the members of the committee and appointed by the president or designee.
5. When appointing faculty members to the committee, every effort shall be made to consider broad representation based on criteria including, but not limited to, demographics, location, and department.
6. The MCOFFAC is charged with reviewing all Outstanding Full-time Faculty Award nominees and will select the Full-time Faculty of the Year Award from the

- 265 pool of applicants for that year. The selection shall be by simple majority vote.
 266
 267 7. Members of the MCOFFAC cannot be nominated for an Outstanding Full-time
 268 Faculty Award and cannot nominate other faculty during their term.
 269
 270 8. Committee members who write a letter or otherwise submit support of a nominee
 271 under consideration must recuse themselves from any discussion and vote
 272 regarding that nominee.
 273
 274 9. Human Resources and Strategic Talent Management (HRSTM) will partner with
 275 the committee throughout the review and recommendation process.
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277 E. Announcement of Awards

278 The President of Montgomery College will announce the awards at the same time and
 279 place, typically at the year-end meeting.
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 282 III. Part-time Faculty Awards

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 284 A. Outstanding Awards and Part-time Faculty of the Year

285 The Outstanding Part-time Faculty Awards provide the College community with an
 286 opportunity to recognize excellence among the College's part-time faculty in a variety of
 287 roles. The award categories for part-time faculty include:
 288

- 289 1. Outstanding Part-time Awards
 290
 291 a. Excellence in Teaching/Counseling
 292
 293 b. Excellence in Scholarly or Professional Accomplishments
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 295 2. Part-time Faculty Member of the Year

296 The Montgomery College Part-time Faculty of the Year Award is intended to
 297 recognize an individual part-time faculty member who has sustained excellence
 298 in all classifications: in teaching or counseling/academic advising, in scholarly or
 299 professional accomplishments, and in service to the institution and/or the
 300 community.
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304 B. Eligibility

- 305 1. A current part-time faculty member who has been a part-time faculty member at
 306 the College in good standing for at least 3 years is eligible for any one of the
 307 above awards.
 308
 309 2. A part-time faculty member may receive the same award more than one time as
 310 long as at least 7 years have intervened.
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 312 3. If a part-faculty member has received an award, they may receive an award in
 313 another category as long as 2 years have intervened.
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316 C. Awards

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318 Monetary awards will be the same for all Part-Time Faculty Awards. The amount of the
 319 awards will depend on the College's financial situation. The monetary award for Part-
 320 Time Faculty of the Year will be higher but will also depend on the College's financial
 321 situation.
 322

323 D. Outstanding Part-time Faculty Awards Committee
 324

- 325 1. The Montgomery College Outstanding Part-Time Faculty Awards Committee
 326 (MCOPFAC) shall consist of the following members:
 327
 - 328 a. Five (5) part-time faculty (including at least one counseling faculty)
 329 selected by Faculty Council;
 - 330 b. Two (2) administrators, one from Academic Affairs and one from Student
 331 Affairs, appointed by the President.
 332
- 333 2. The Part-Time Faculty of the Year award winner will be invited to be a member of
 334 the MCOPFAC, as a sixth faculty member, the year following their award, for a
 335 one-year commitment.
 336
- 337 3. Committee members shall serve two-year terms, with no provision for
 338 reappointment to a second term.
 339
- 340 4. The Chair of the Committee shall be recommended from among the members of
 341 the committee and appointed by the president or designee.
 342
- 343 5. When appointing faculty members to the committee, every effort shall be made to
 344 consider broad representation based on criteria including, but not limited to,
 345 demographics, location, and department.
 346
- 347 6. The MCOPFAC is charged with reviewing all Outstanding Part-Time Faculty
 348 Award nominees and will select the Part-Time Faculty of the Year Award from
 349 the pool of applicants for that year. The selection shall be by simple majority
 350 vote.
 351
- 352 7. Members of the MCOPFAC cannot be nominated for an Outstanding Part-Time
 353 Faculty Award; and cannot nominate other faculty during their term.
 354
- 355 8. Committee members who write a letter or otherwise submit support of a nominee
 356 under consideration must recuse themselves from any discussion and vote
 357 regarding that nominee.
 358
- 359 9. Human Resources and Strategic Talent Management (HRSTM) will partner with
 360 the committee throughout the review and recommendation process.
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362 E. Announcement of Awards
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364 The President of Montgomery College will announce the awards at the same time and
 365 place, typically the Closing Meeting of the spring semester.
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367 IV. Full- and Part-Time Staff Awards
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369 A. Outstanding Staff Awards and Staff Member of the Year
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1. Outstanding Staff Awards

The Outstanding Staff Awards provide the College community with an opportunity to recognize excellence in a variety of positions at the College and add a special dimension to the awards the College already provides. The award categories for staff include:

- a. Excellence in Performance
- b. Excellence in Customer Service
- c. Excellence in Innovation
- d. Excellence in Serving Students

2. Staff Member of the Year

The Montgomery College Staff of the Year Award is intended to recognize and inspire staff members who consistently exemplify and sustain excellence and exceptional performance, leadership, and service that have a broad impact on the college-wide community.

B. Eligibility

- 1. An active full-time or part-time staff member in good standing who has been employed by the College for three (3) consecutive years or more.
- 2. A staff member may receive the same award more than one time as long as at least seven (7) years have intervened.
- 3. If a staff member has received one award, they may receive an award in another category as long as 2 years have intervened.

C. Awards

Monetary awards will be the same for all Outstanding Staff Awards. The amount of the award will depend on the College's financial situation. The monetary award for Staff Member of the Year will be higher, but will also depend on the College's financial situation.

D. Outstanding Staff Awards Committee

- 1. The Montgomery College Outstanding Staff Awards Committee (MCOSAC) shall consist of the following members:
 - a. Five (5) staff members selected by Staff Council;
 - b. Two (2) administrators appointed by the President.
- 2. The Staff of the Year award winner will be invited to be a member of the MCOSAC, as a sixth staff member, the year following their award, for a one-year commitment.
- 3. Committee members shall serve two-year terms, with no provision for reappointment to a second term.

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4. The Chair of the Committee shall be recommended from among the members of the committee and appointed by the president or designee.
 5. When appointing staff members to the committee, every effort shall be made to consider broad representation based on criteria including, but not limited to, demographics, location, and unit.
 6. The MCOSAC is charged with reviewing all Outstanding Staff Award nominees and will select the Staff Member of the Year Award from the pool of applicants for that year. The selection shall be by simple majority vote or by another means that shall be agreed upon and determined in advance by the MCOSAC.
 7. Members of the MCOSAC cannot be nominated for an Outstanding Staff Award and cannot nominate other staff during their term or provide a memorandum of support for a nominee.
 8. Committee members who write a letter or otherwise submit support of a nominee under consideration must recuse themselves from any discussion and vote regarding that nominee.
 9. Human Resources and Strategic Talent Management (HRSTM) will provide administrative support to the committee throughout the review and recommendation process.

449 E. Announcement of Awards

450
451 The President of Montgomery College or designee will announce the awards at the same
452 time and place, typically the Closing Meeting of the spring semester.
453

454 F. Other Staff Awards

455
456 1. Staff Distinguished Service Award

457
458 The Staff Distinguished Service Award is an award established from an
459 Endowment Fund left by Ms. Peggy Beebe, former special assistant for staff
460 concerns, to be presented yearly to a deserving staff employee as determined by
461 their peers.
462

463 a. Eligibility and Criteria

464
465 A nominee must be a regular staff employee with a minimum of five (5)
466 years of service and have demonstrated or performed a high degree of
467 service for the benefit of staff employees at Montgomery College to one
468 or more of the following:
469

- 470 (1) Served as a staff representative in the governance system.
471 (2) Served as a committee chair or member on standing governance
472 committee representing staff concerns.
473 (3) Served as a committee chair on a college/campus-wide
474 committee representing staff.
475 (4) Nominee would have performed a high degree of service
476 affecting staff within a College unit.

477 (5) Nominee would have performed a distinguished service or
 478 implemented a plan or idea which would positively impact on
 479 staff at Montgomery College.
 480

481 b. A staff member may receive the award more than one time as long as at
 482 least 5 years have intervened.
 483

484 ~~b.c.~~ Award

485
 486 Awards are lump sum cash awards according to the dollar amounts
 487 authorized annually and subject to the availability of funds.
 488

489 ~~e.d.~~ Staff Distinguished Award Committee

490
 491 Members of the Staff Enrichment Day Committee are charged with
 492 reviewing all applications, in consultation with Human Resources and
 493 Strategic Talent Management (HRSTM) to ensure employee eligibility,
 494 and selecting the recipient of the Staff Distinguished Award.
 495

496 ~~d.e.~~ Announcement of Award

497
 498 The recipient of this award will be announced during the Staff
 499 Enrichment Day celebrations. Such award (and reasons therefore) shall
 500 be made a part of the employee's personnel file.
 501

502 2. Special Recognition Award

503
 504 The purpose of the Special Recognition Award is to reward staff employees for
 505 demonstrating extraordinary initiative in performing a specific work-related task or
 506 providing outstanding customer service to others at a particular time or event.
 507

508 a. Eligibility

509
 510 (1) An active full-time or part-time staff member in good standing.
 511

512 (2) A staff member may be eligible for the award only once every
 513 fiscal year.
 514

515 (3) Nominations can be made by a supervisor or a peer.
 516

517 b. Award

518
 519 Awards are lump sum cash awards (less taxes) according to the dollar
 520 amounts authorized annually, allocated proportionately across divisions,
 521 and subject to the availability of funds.
 522

523 c. Procedures

524
 525 1. HRSTM will solicit nominations and announce the availability of
 526 funds on a quarterly basis.
 527

528 2. All nominees will be reviewed by the Office of Human Resources
 529 and Strategic Talent Management.

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- 532 3. HRSTM will confirm with the supervisor that the individual is in
- 533 good standing and meets eligibility criteria.
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- 535 4. Upon approval, HRSTM will notify the nominator and/or
- 536 nominee’s supervisor. The nominator and/or the nominee’s
- 537 supervisor will share the nomination with the employee.
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- 539 5. HRSTM will forward a recognition certificate to the nominated
- 540 employee.
- 541
- 542 6. HRSTM will track and allocate awards proportionally by division
- 543 to ensure equitable distribution of funds.

V. Administrator Leadership Awards

A. Administrator Leadership Awards provide the College community with an opportunity to recognize excellence among the College’s administrators. The award categories for administrators include:

- 544
- 545
- 546 1. Excellence in Leading a Collegewide Initiative
- 547 2. Excellence in Innovation
- 548 3. Excellence in Serving Students
- 549

B. Eligibility

- 550
- 551 1. A current administrator who has served in that role at the College for at least 3
- 552 years is eligible for any one of the above awards.
- 553
- 554 2. An administrator may receive the same award more than one time as long as at
- 555 least 7 years have intervened.
- 556
- 557 3. If an administrator has received one award, they may receive an award in
- 558 another category as long as 2 years have intervened.
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C. Awards

Awards will be non-monetary and will consist of a collegewide recognition of the administrator’s service.

D. Procedures

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- 567 1. Administrators may be nominated by peers or supervisors.
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- 569 2. All nominees will be reviewed by the President’s Cabinet.
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- 571 3. Awards will be determined by the President upon recommendation of the
- 572 President’s Cabinet.
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E. Announcement of Awards

The President of the College or designee will announce the awards at the same time and place, typically the Closing Meeting of the spring semester.

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VI. Equity and Inclusion Award

A. Purpose

The Equity and Inclusion Award recognizes students, faculty, and staff who have demonstrated exemplary accomplishments in advancing equity, inclusion, and diversity. These individuals serve as leaders through their contributions to making Montgomery College and/or their local community more inclusive by creating an environment where all individuals are valued and respected.

B. Eligibility and Criteria

A total of nine awards will be given: one full-time faculty; one part-time faculty; two staff; one administrator; and one student from each campus including Workforce Development and Continuing Education. A nominee must be a student currently enrolled at the College or a current full- or part-time faculty or staff member who satisfies two or more of the following:

1. Demonstrates work to promote social justice, equity, inclusion, and diversity across the College as an advocate, activist, teacher, or learner.
2. Facilitates opportunities to learn and bring people from different backgrounds in the College together.
3. Participates, develops, and promotes programs or events that support equity awareness and intercultural engagement efforts.
4. Demonstrates a high level of commitment to equity in service, teaching, and scholarship.
5. Understands and demonstrates how equity and diversity are integral to the mission and values of Montgomery College
6. Displays commitment to valuing equity and inclusion above and beyond assigned job duties.
7. Serves as an advocate for the interests of underserved populations.
8. Effectively implements an aspect of the Equity and Inclusion Roadmap for Success (effective for FY21 and future awards only)

C. Selection Committee

Nominations are reviewed by a committee comprised of members selected from each of the four campus governance councils, a member of the student council, representation from the staff council from Central Services, and representation from the Office of Equity and Inclusion.

D. Announcement of Award

The President will announce the awards at the same time and place, typically the Closing Meeting of the spring semester for employees and at the Equity Summit for students.

VII. Team Effort Award

A. Purpose

The purpose of the Team Effort Award is to recognize the skills and accomplishments of College community members who achieved the following by working as a team:

- 636
- 637 1. effectively shared the responsibilities;
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- 639 2. successfully completed tasks;
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- 641 3. interacted with each other to achieve specific goals and desired outcomes; and
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- 643 4. collaborated with units internal and external to the College community.
- 644

645 B. Award

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647 The award shall consist of a certificate of commendation for each individual, and each

648 certificate shall be signed by the President.

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650 C. Procedures

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652 The President’s Cabinet reviews and approves the Team Effort Award nominations.

653 Individuals who wish to nominate members of the College community for the Effective

654 Team Effort Award should forward a memorandum to

655 recognition@montgomerycollege.edu which responds to the following criteria:

656

- 657 1. The project must be fully completed before submitting a team award
- 658 recommendation. All memoranda and supporting documentation recommending
- 659 the team award should be submitted within the same fiscal year in which the
- 660 projects are completed.
- 661
- 662 2. Work for the project must be beyond the scope of the unit’s regular duties and
- 663 responsibilities.
- 664
- 665 3. Project team members must demonstrate successful collaboration with units
- 666 internal and/or external to the College community.
- 667
- 668 4. Contributions of each project team member must be briefly documented by the
- 669 recommending official.
- 670

671 VIII. Length of Service Award

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673 This award recognizes sustained, creditable service to the College by employees. The award is

674 approved by the President.

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676 A. Eligibility

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678 Full-time faculty and staff will be presented with a suitable award upon completion of

679 certain intervals of sustained, creditable full-time service with the College.

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681 B. Award

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683 A certificate and an appropriate decorative pin will be awarded upon completion of 10

684 years of consecutive full-time service with the College, and at each 5-year interval

685 thereafter. The President or designee will present the certificate and pins at appropriate

686 ceremonies throughout the year.

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688 C. Responsibility

689
 690 The Chief Human Resources Officer is responsible for the design of the certificate and
 691 pin, the identification of eligible persons, and the preparation and processing of
 692 certificates.
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694 IX. Retirement Recognition

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 696 A. Purpose

697
 698 The purpose of the Retirement Recognition is to recognize retiring Full-time Faculty and
 699 regular administrators and staff for their years of service and dedication to the College.
 700 The Retirement Recognition is approved by Board of Trustees' resolution.
 701

702 B. Preparation of Retirement Resolution

- 703
- 704 1. Faculty, administrators, and staff will provide their letter of resignation to the
- 705 appropriate administrator pursuant to College Policy and Procedure 34005-
- 706 Resignation and Retirement.
- 707 2. The appropriate administrator will forward that information to Human Resources
- 708 and Strategic Talent Management (HRSTM).
- 709 3. HRSTM will provide information on the approved retirement recognition forms to
- 710 the senior vice president for administrative and fiscal services (SVP-AFS).
- 711 4. The SVP-AFS will submit one copy of the forms to the Board Office according to
- 712 established deadlines.
- 713 5. The Board Office will present one copy of each form to the Board of Trustees and
- 714 obtain necessary signatures.
- 715 6. The Board Office will forward the approved forms in their entirety to HRSTM.
- 716 7. HRSTM will mail the signed form to each individual retiree along with any other
- 717 approved symbol or token of their retirement recognition.
- 718 8. Recommendation of formal action will be made to the Board.
- 719

720 X. Gold, Silver, and Bronze Medallions

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 722 A. Purpose

723
 724 The purpose of Gold, Silver, and Bronze Medallions is to recognize exceptional,
 725 outstanding, or distinguished service to the College, the academic profession, the
 726 County, the State, or the nation. All medallions are approved by Board of Trustees'
 727 resolution.
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729 B. Preparation of Recommendations for Award of a Medallion

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 731 1. Members of the Board of Trustees

732
 733 The award of a medallion to a departing member of the Board of Trustees is
 734 initiated at the discretion of the Board of Trustees, coordinated by the College
 735 President, and submitted to the Board of Trustees for adoption.
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737 2. College President

738
 739 The award of a medallion to a departing President is initiated at the discretion of,
 740 and adopted by, the Board of Trustees.
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742 3. Friends of the College
 743
 744 The award of a medallion to an individual or group which has demonstrated
 745 outstanding or distinguished service to the College may be recommended by any
 746 College employee and forwarded through normal administrative channels to the
 747 Senior Vice President for Advancement and Community Engagement. The
 748 confidential recommendation shall be accompanied by a resolution for review
 749 and approval by the President and submission to the Board of Trustees for
 750 adoption.

751 4. Faculty and Staff
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 753
 754 a. The award of a medallion to a College employee may be initiated by the
 755 individual's immediate supervisor, or other College employee, and
 756 forwarded through normal administrative channels to the Chief Human
 757 Resources Officer. The confidential recommendation shall be
 758 accompanied by a Board resolution for review by the President. If the
 759 award of an emeritus/emerita title is also being recommended, the
 760 recommendation for a medallion shall accompany the materials
 761 supporting the emeritus/emerita award. In this case, a separate Board
 762 resolution regarding the medallion is not required. The recommendation
 763 for the award, as well as the materials prepared for Board action, should
 764 contain the highlights of the individual's service to the College and
 765 evidence of the specific acts of outstanding or distinguished service for
 766 which the individual is to be recognized.

767
 768 b. The Chief Human Resources Officer is responsible for coordinating the
 769 development of recommendations and Board resolutions pertaining to
 770 the award of medallions to retiring administrators and members of the
 771 faculty and staff. In each case of departure from service with the
 772 College, the Chief Human Resources Officer, shall contact the
 773 appropriate Dean and the Vice President and Provost or the employing
 774 supervisor and the head of the administrative operating unit to which the
 775 employee is assigned to determine whether a medallion will be
 776 recommended. The unit is responsible for preparing a Board resolution
 777 for review by the President highlighting the acts of outstanding or
 778 distinguished service.

779
 780 The resolution shall be forwarded through normal administrative
 781 channels to the Chief Human Resources Officer. When all necessary
 782 materials have been received, the Chief Human Resources Officer shall
 783 forward the materials to the President in accordance with established
 784 procedures for the President's review of materials prior to Board
 785 consideration. The Chief Human Resources Office will also function as
 786 the office of staff review for the President to assure that the awards
 787 made are of comparable distinction.

788
 789 c. The Board Office is responsible for the storage and security of
 790 medallions.

791
 792 d. Consideration of the proposed award of medallions by the Board of
 793 Trustees will be in executive session as a personnel action. Formal
 794 action of the Board will be in a public session. Presentation will be made

by the Chairman of the Board, the College President, or their designees.

XI. Emeritus/Emerita Awards

Emeritus/Emerita awards are given in recognition of a retiring president, administrators, and faculty in accordance with the criteria described below. The award is approved by Board of Trustees' resolution.

A. President

1. Upon receipt of a President's written notification of retirement or upon notification of death, the Chief of Staff or designee shall prepare a Board resolution with recommendation for emeritus/emmerita status, provided the President has had ten or more years of service as an administrator.
2. The resolution shall include specific references to the individual's contributions to the College. If the award of a medallion is also recommended, additional appropriate materials supporting the award shall be included in the Board of Trustees' resolution.
3. If the president has less than ten years of service as an administrator, the Board may grant emeritus/emmerita status based on documented justification for such status, including specific references to the individual's contributions to the College.

B. Administrator

1. Upon receipt of an administrator's written notification of retirement or upon notification of death, the Chief Human Resources Officer shall contact the head of the administrative operating unit to which the administrator is assigned and the Senior Vice President for Administrative and Fiscal Services.
2. If the administrator has had ten (10) or more years of service as an administrator, the head of the unit will prepare a memorandum recommending administrator emeritus/emmerita status. The memorandum shall accompany a resolution for Board action and shall include specific references to the individual's contributions to the College. The memorandum and Board resolution shall be forwarded to the Chief Human Resources Officer through the appropriate administrative channels. If the award of a medallion is also recommended, additional appropriate materials supporting the award shall accompany the recommendation for emeritus/emmerita status.
3. If the administrator has less than ten (10) years of service as an administrator, individual administrators may recommend emeritus/emmerita status to the President through the Chief Human Resources Officer and the appropriate administrative channels. The recommendation shall contain detailed justification for such status, including specific references to the individual's contributions to the College. If the administrator emeritus/emmerita status is recommended, Chief Human Resources Officer will prepare the necessary memorandum to the President for Board action. The President shall make a final decision regarding a recommendation to the Board.
4. The Chief Human Resources Officer is responsible for coordinating the

848 development of recommendations and memoranda regarding the award of
 849 administrator emeritus/emerita status. When all necessary materials have been
 850 prepared and collected, the Chief Human Resources Officer shall forward the
 851 materials to the President in accordance with established procedures for the
 852 President's review of materials prior to Board consideration.

- 853
- 854 5. All administrators designated as administrator emeritus/emerita shall be listed in
- 855 the College catalog and be given such other recognition and honors as may be
- 856 appropriate to persons of this status.

857
 858 C. Faculty

- 859
- 860 1. Upon written notification of retirement from a faculty member holding faculty rank,
- 861 or upon notification of death, the Chief Human Resources Officer will contact the
- 862 appropriate Dean and Vice President and Provost.
- 863
- 864 2. If the individual has had ten (10) or more years of service, the Vice President and
- 865 Provost will prepare a memorandum to the Senior Vice President for Academic
- 866 Affairs and the Senior Vice President for Student Affairs recommending faculty
- 867 emeritus/emerita status. The memorandum shall be in the normal format for
- 868 Board action and shall include specific references to the individual's contributions
- 869 to the College. The memorandum and Board resolution shall be forwarded to the
- 870 Chief Human Resources Officer through the appropriate administrative channels.
- 871 If the award of a medallion is also recommended by the Vice President and
- 872 Provost, additional appropriate materials supporting the award shall accompany
- 873 the recommendation for emeritus/emerita status.
- 874
- 875 3. If the member has less than ten years of service, the Chief Human Resources
- 876 Officer will notify the appropriate Dean and Vice President and Provost. The Vice
- 877 President and Provost may recommend by confidential memorandum, faculty
- 878 emeritus/emerita status to the President through the Chief Human Resources
- 879 Officer and the appropriate administrative channels. The recommendation shall
- 880 contain detailed justification for such status, including specific references to the
- 881 individual's contributions to the College. If faculty emeritus/emerita status is
- 882 recommended by the Vice President and Provost, Chief Human Resources
- 883 Officer will prepare a confidential memorandum to the President for Board action.
- 884
- 885 4. The Chief Human Resources Officer is responsible for coordinating the
- 886 development of recommendations and memoranda regarding the award of
- 887 faculty emeritus/emerita status. When all necessary materials have been
- 888 prepared and collected, the Chief Human Resources Officer shall forward the
- 889 materials to the President in accordance with established procedures for the
- 890 President's review of materials prior to Board consideration.

891
 892 XII. Tribute

893
 894 A. Purpose

895
 896 The purpose of the tribute is to honor Full and Part-time Faculty and Regular
 897 Administrators and Staff who have deceased while employed with the College. The
 898 Tribute is approved by Board of Trustees' resolution.

899
 900 B. Preparation of Tribute

901
 902 Upon notification of the death of a Full or Part-time Faculty member or Regular
 903 Administrators and Staff, the Chief Human Resources Officer shall contact the Dean and
 904 the Vice President and Provost or the employing supervisor and the head of the
 905 administrative operating unit to which the employee is assigned. The unit is responsible
 906 for preparing a Board resolution for review by the appropriate Vice President highlighting
 907 the individual's contributions to the College community. Where criteria for award are met,
 908 the individual may be recommended for a medallion award and/or emeritus/emerita
 909 status posthumously. The resolution shall be forwarded through normal administrative
 910 channels to the Chief Human Resources Officer. The Chief Human Resources Officer is
 911 responsible for coordinating the development of tributes. When all necessary materials
 912 have been received, the Chief Human Resources Officer shall forward the materials to
 913 the President in accordance with established procedures for the President's review of
 914 materials prior to Board consideration. Formal action of the Board will be in a public
 915 session. Presentation will be made by the Chair of the Board, the College President, or
 916 their designees.

917
 918 XIII. Other Employee Recognition

- 919
 920 A. College units and/or departments may develop their own awards, subject to budgetary
 921 constraints, eligibility requirements, and approval by the appropriate Senior Vice
 922 President and/or Chief of Staff/Chief Strategy Officer.
 923
 924 B. Employees should report to the Chief Human Resources Officer any persons they
 925 consider worthy of recognition. The honor received will be publicized in appropriate MC
 926 publications.
 927

928 XIV. External Awards

929
 930 A. Awards of Appreciation

931
 932 Any member of the community at large; departing members of Board advisory
 933 committees, scholarship donors, friends of the College, and College employees are
 934 eligible for an award of appreciation. The actual award may take any form including a
 935 certificate or plaque.
 936

937 1. Friends of the College

- 938
 939 a. Any individual or group may be recommended by a College employee for
 940 an award of appreciation. The recommendation shall be forwarded
 941 through normal administrative channels for final action to the Senior Vice
 942 President for Advancement and Community Engagement. The
 943 recommendation shall include a description of the special service for
 944 which the individual or group is to be recognized. Normally, the award is
 945 presented to the individual or group by the individual who initiated the
 946 recommendation.
 947

- 948 b. The authorizing office will maintain a record of all awards given to include
 949 the name of the recipient, the date of approval, and the reasons for the
 950 recognition.
 951

952 2. Advisory Committee Members
 953

954 All departing members of Board advisory committees may be recommended for
 955 this award, which would normally be a certificate. The recommendation shall be
 956 forwarded through normal administrative channels to the Senior Vice President
 957 for Advancement and Community Engagement, who is responsible for preparing
 958 the certificate for the President's signature and transmittal of the certificate to the
 959 proper campus administrator to present to the individual.
 960

961 3. Scholarship Donors

962
 963 Scholarship donors will be honored and recognized in accordance with the donor
 964 stewardship policies of the Montgomery College Foundation. Any naming of
 965 buildings or programs in honor or memory of a donor will be done in accordance
 966 with the naming policies of the College and Montgomery College Foundation.
 967

968 B. Service Award to Community Member

969
 970 1. General

971
 972 The College may from time to time recognize a member of the community who
 973 has served one or more campuses for outstanding service that benefits the
 974 students, a campus, the College, or the community. The College will honor the
 975 individual recognized for this service with an appropriately inscribed plaque that
 976 will be presented by the President at commencement exercises or at another
 977 appropriate ceremony or forum.
 978

979 2. Selection and Approval

980
 981 Recommendations will be sent through normal administrative channels to the
 982 Senior Vice President for Advancement and Community Engagement according
 983 to the criteria below. Final approval of the award will be by the President, after
 984 receiving recommendations from the Senior Vice President for Advancement and
 985 Community Engagement.
 986

987 3. Criteria

- 988 a. The individual may be recognized only for volunteer service.
- 989 b. The same individual may not be recognized in consecutive years.
- 990 c. The individual may not be enrolled in courses during the period in which
- 991 the service was provided.
- 992 d. The contribution of the individual must have a lasting effect and must be
- 993 of enough significance and importance to set the citizen apart from other
- 994 citizens who also assist the College in various ways. Examples of ways
- 995 in which the citizen may have served follow:

996 (1) Launch an event or continuing program which strengthens
 997 College-community relations.

998 (2) Serve for a minimum of one year on an advisory committee and
 999 be responsible for a significant and meaningful contribution to
 1000 the College.
 1001
 1002
 1003
 1004
 1005
 1006

- 1007
- 1008 (3) Support College development plans through testimony to the
- 1009 Montgomery County Council or other official bodies.
- 1010
- 1011 (4) Promote College and/or campus activities and programs through
- 1012 the media or through individual and/or group contacts in the
- 1013 community.
- 1014
- 1015 (5) Assist College and/or campus groups in special projects such as
- 1016 senior citizens' activities, performing arts, topical awareness
- 1017 seminars, etc.
- 1018
- 1019 (6) Encourage others to become involved in the life of the College
- 1020 and/or the campus.
- 1021
- 1022 (7) Provide meaningful assistance to assure private funds for
- 1023 scholarship or other purposes.
- 1024

1025 C. Outstanding Alumni Achievement Awards and Hall of Fame Recognition

1026 The Outstanding Alumni Achievement Award is a special award of highest honor
1027 reserved solely for alumni of Montgomery College and presented by the Montgomery
1028 College Alumni Association. Procedures for nominations, awarding and eligibility are
1029 determined and handled by the Montgomery College Alumni Association as a separate
1030 organization.
1031

1032
1033
1034 Administrative Approval: September 21, 1987; March 20, 1989; September 27, 1990;
1035 December 18, 1990; October 28, 1991; June 1, 1992; June 15, 1992; December 7, 1992; March 20,
1036 2000; February 3, 2001; June 19, 2006; June 25, 2009; March 28, 2012; June 24, 2013; January 31,
1037 2020; October 7, 2020; June 18, 2025.