



# Faculty and Student Award Processes

Policy Number: A\_11

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Scope	<b>Effective:</b> 12/12/19
Policy Statement	<b>Last Updated:</b> 11/10/22
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<b>ADDITIONAL DETAILS</b>	<b>Responsible University Office:</b> <i>Division of Health Sciences at IUPUC</i>
History	<b>Responsible University Administrator</b> <i>Division Head</i>
	<b>Policy Contact:</b> <i>Senior Administrative Assistant, 812-348-7250</i>

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## Scope

Division of Health Sciences at Indiana University Purdue University Columbus (IUPUC) faculty and students.

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## Policy Statement

The IUPUC Division of Health Sciences Faculty Awards Committee or any full-time faculty informs the Division Head on recommendations for candidates (faculty, staff, and students) for the purpose of award recognition from the IUPUC and IUPUI campus' related to service, research, and teaching.

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## Reason for Policy

To outline the procedure on recommendations for candidates for award recognition.

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## Procedures

1. Collect nominations from appropriate bodies or faculty along with applicable paperwork.
2. Review nominations with paperwork to determine most qualified for award.
3. Submit prospective qualified nominee to appropriate bodies for review (e.g. advisors, Office of Student Research).

4. Submit approved nomination with applicable paperwork to appropriate destination.

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## History

Reviewed at the Policy and Procedure Committee 11/19/2019

Approved at Faculty and Staff Council 12/12/2019

Reviewed by Policy and Procedures Committee 10/26/2022

Approved by Faculty Staff Council 11/10/2022