Nominating and Voting for
Student Awards
Policy and Procedure
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Nominating and Voting for Student Awards
Policy and Procedure

**Policy:** Faculty will nominate and vote on students for awards based on specific award criteria.

**Purpose:** The Nominating and Voting for Student Awards policy and procedure is intended to:

- Ensure facilitation of efforts between the External Affairs Committee and Student Affairs to determine awards for students.
- Coordinate the selection and recognition process related to student awards and honors.

**Scope:** For Internal Awards, all part-time and full-time faculty at OU College of Nursing. For External Awards, full-time faculty at OU College of Nursing.
Faculty Voting for Student Awards Procedure

1. Student Awards are divided in two categories: Internal Awards and External Awards.
   - **Internal Awards** are defined as those awards that originate from within the College of Nursing.
     - Eligible College of Nursing Faculty will participate in the award process for Internal Awards, including nominating and voting.
   - **External Awards** are defined as those which are generated outside the OU College of Nursing and include Foundation awards.
     - Eligible College of Nursing Faculty will participate in the award process for External Awards, including nominating.
     - Members of the External Affairs Committee will participate in the award process for External Awards, including and voting.

A. **Internal Student Awards**

1. The Office of Student Affairs will disseminate a list of student awards along with the criteria for each award to the eligible members of the College of Nursing Faculty.
2. All part-time and full-time faculty are eligible to nominate any student in any program for OU College of Nursing Internal Student Awards, provided they have an academic relationship with the student. An academic relationship includes, but is not limited to, direct working of the faculty with the applicant (e.g., in a clinical or classroom setting; supervising the student during a practicum project; serving as a student’s academic advisor). No peer-to-peer nominating will be allowed. Lead Faculty for each campus may seek input from instructors within their courses. In addition, students may submit self-nominations with documentation for selected Internal Awards.
3. Faculty nominating students should submit their nomination with a letter of support describing how the student meets the award criteria.
4. Students may submit self-nominations along with documentation describing how award criteria have been met for Internal Awards.
5. Nominations with letters of support and/or other documentation should be submitted to the designated Student Affairs officer. Student Affairs will generate a list of student award nominees along with the letters of support and/or student documentation of how criteria were met.
6. The nominations may be discussed at a scheduled program faculty meeting.
7. Student Affairs will generate the electronic ballot and open the ballot to eligible program faculty. Voting will be by secret ballot. Electronic voting is permitted. The electronic ballot will remain open for one week.
8. In cases of a tie, the Program Director will be responsible for breaking the tie.
9. Student Awards will be announced during appropriate events.

B. External Student Awards

1. The Office of Student Affairs will notify the External Affairs Chair of foundation awards and other external awards.
2. The External Affairs chair will disseminate the student award, along with the criteria for each award, to full time OU College of Nursing faculty in seeking nominations.
3. All full-time faculty are eligible to nominate students for OU College of Nursing External Student Awards, provided they have an academic relationship with the student and that the student meets the eligibility criteria. An academic relationship includes, but is not limited to, direct working of the faculty with the applicant (e.g., in a clinical or classroom setting; supervising the student during a practicum project; serving as a student’s academic advisor). No peer-to-peer nominating will be allowed. Lead Faculty for each campus may seek input from instructors within their courses. In addition, students may request full time faculty write letters on their behalf for selected External Awards.
4. Faculty nominating students should submit their nomination with a letter of support describing how the student meets the award criteria. Nominations with documentation should be submitted to the External Affairs Chair.
5. External Affairs Chair will generate a list of student award nominees along with the letters of support and documentation of criteria for the award and send to External Affairs committee members for a vote. All members of the External Affairs Committee are able to vote on the External Awards designated by the OU College of Nursing Administration. Voting will be by secret ballot. Electronic voting is permitted. The electronic ballot will remain open as per the designation of the External Affairs Chair.
6. In cases of a tie, the External Affairs Committee Chair will break the tie.
7. Student Awards will be announced during appropriate events.

Revision History

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