Article 1 – Objective and Purpose
The Awards Committee serves to 1) solicit nominations for designated awards offered by
the College and University to its faculty and alumni; 2) review and select recipients for
College awards; and, 3) make recommendations to the Dean for University awards. This
Committee also serves to advise the Dean on issues pertaining to faculty and alumni
awards.

Article 2 - Membership
Members on the Committee are appointed by the Dean from faculty nominated by their
Department Chairs. Each department has a representative on this Committee. The Dean
appoints the Committee Chair.

Article 3 – Terms of Service
Members shall serve for one academic year unless selected to fulfill the unexpired term
of a member. The term of service begin fall semester.

Article 4 – Appointment of Members
The Dean solicits nominations for this committee annually from Department Chairs and
appoints members. Additional members are appointed by the Dean when warranted by
the stipulations of the award. For example, selected alumni of the college will be
appointed by the Dean to serve within the sub-committee that selects alumni for
induction to the HHP Alumni Hall of Fame. In the event a vacancy occurs on the
committee, the Dean appoints a faculty member to fill the unexpired term of the vacating
member.

Article 5 – Officer and Duties
The only officer of the Awards Committee is the chair, who is appointed annually by the
Dean. The chair serves a one-year term. The chair is responsible for the conduct of
meetings and setting the agenda with input from the members.

Article 6 - Meetings
The Committee meets at the beginning of the fall semester to determine the tasks required
to carry out its responsibilities and to designate meeting times for the year. Meetings may
be called by the Chair, any member of the Committee, or by the Dean for the purpose of
discussing items of concern or interest.

Article 7 – Amendments
Amendments to this Operating Code may be proposed by any Committee member. These
amendments will be presented along with an appropriate rationale to the Dean and
College Council. A simple majority of College Council members voting will be required
for approval.

Approved by College Council: October 23, 2007
Approved by College Council: May 20, 2014