

MEMORANDUM OF UNDERSTANDING
Among
The Clemson University Foundation
The Provost, The Faculty Senate, and the Class of '39
for
The Class of '39 Award for Excellence

Purpose of the Award

This award, to be made from the Class of 1939 Award for Excellence Endowment, is established in order to inspire the greatest possible level of achievement by members of the faculty of Clemson University. To this end, the Class of 1939 Award for Excellence will be presented annually to one distinguished member of the faculty whose outstanding contributions for a five year period have been judged by his or her peers to represent the highest achievement of service to the University, the Student Body, and the larger community, whether it be the town, state, or nation.

Nature of the Award

The monetary portion of the award shall be a one-time grant. The amount of award shall be determined as follows:

The value of the monetary award at the time of presentation will approximately equal the value of \$5,000 in 1989 dollars. On or about December 1 of each year, the President of the Faculty Senate will advise the Foundation by letter, countersigned by the Provost, the amount that is to be budgeted in the next year's award. A copy of that letter will be recorded in a permanent file in the Office of the Faculty Senate, and will be made available on request to any member of the faculty or the committee. The President of the Faculty Senate will determine the amount as follows:

From the Chair of the Department of Economics, s/he will obtain a figure for the average Consumer Price Index for the twelve month period ending with the current October. A ratio of that figure to the average Consumer Price Index for the year 1988 will be multiplied by \$5,000 to obtain the amount of the award for the following year.

The current procedure for obtaining the check in payment of the Award is as follows. The President of the Faculty Senate will request that the Provost's Office prepare a Special Pay Request to be sent to the Payroll Office for processing. The Payroll Office will calculate the correct amount of the check, net of the required withholding, and will return the check to the Provost's Office when complete. This procedure, or the applicable Clemson University Payroll procedures in place

at the time of the Award, must be followed. A form letter may be included with the Special Pay Request.

Two (2) identical certificates will be prepared, suitable for framing (see Attachment A1), attesting to the Award. Both certificates shall be personally signed by the President of the University, the Provost, and the President of the Faculty Senate.

In addition, a first time awardee will be presented with a gold-plated silver medal suspended from a purple ribbon with chevrons of old gold, suitable for wearing as part of the academic costume. As shown in Attachment A2, the medal will display the name and date of the Award on its obverse, and will have the name of the recipient inscribed on its reverse. Instead of a medal, second time awardees will receive a distinctive item of academic regalia suitable for wearing as part of the academic uniform.

Shortly after the December Graduation Ceremony, but before the next meeting of the Faculty Senate, the President of the Senate will arrange for the recipient's name and the year of his/her award to be permanently added to the Award Plaque on the Class of 1939 Bell Tower.

Selection of the Awardee

The recipient of the Award for Excellence is to be selected from among the faculty of Clemson University by the Faculty Senate, acting on behalf of the entire faculty. It will follow the procedures outlined herein.

Eligibility

To be eligible for nomination, a candidate must:

- a. be a currently active member of the faculty of Clemson University, as defined in the "Constitution of the Faculty of Clemson University":

"The Faculty of Clemson University consists of the President of the University; the Vice President for Academic Affairs and Provost; other administrators with faculty rank; faculty with regular appointments as Professor, Associate Professor, Assistant Professor, or Instructor; Librarians; Emeritus Faculty; and such other individuals as the faculty may duly elect."

- b. have at least five years of faculty service at Clemson University as of the beginning of the immediately preceding fall semester. It is not required that all of these five years relate to his or her present position.

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- c. not be serving as a Faculty Senate president currently, nor have served as such in the immediately preceding two-year period.
- d. have already been granted tenure at Clemson by the time of this nomination.
- e. have performed in an outstanding manner in at least two of the following areas: (1) assigned responsibility, (2) interrelations with the Student Body, (3) activities in behalf of the University, and (4) activities benefiting the local community, state or nation.

Selection Procedures

By September 1, the President of the Faculty Senate will immediately take the following steps:

- a. send a notice, accompanied by suitable portions of this guide, to each college, the Provost's Advisory Council, and the Association of Department Chairs, asking that nominations for the award be prepared and forwarded to his or her office no later than three weeks prior to the November Faculty Senate meeting, and
- b. appoint a Review Committee in consultation with the Senate Advisory Committee for the purpose of screening the nominations and determining the finalists that are to be presented to the entire Faculty Senate for final selection by secret ballot. If the President of the Faculty Senate is one of the Award nominees, the Provost will appoint the Review Committee.

The Review Committee will have five voting members, with the Provost as an ex-officio, non-voting member. If possible, two members will be past Award for Excellence winners beginning with the most recent. An alternate member will also be appointed, to serve in the event one of the regular committee members is unable to do so. The Chair of the Review Committee will be the most recent Award for Excellence winner available to serve in this capacity.

Nomination Form

There will be a standardized nomination form for consistency with one-inch margins, size 12 Times Font to include the following information (see Attachment A3):

- a. name and present position of the nominee,
- b. a short biography, giving the nominee's academic background, positions held prior to coming to Clemson and service at Clemson - but to include

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no mention of any special awards and honors the nominee may have previously received, and

- c. Description (no more than three pages) of outstanding contributions (Pages 2-4) by nominee during the past five years at Clemson University, in the areas of his or her (1) assigned responsibility, (2) interrelations with the Student Body, (3) activities in behalf of the University, and (4) activities benefiting the local community, state or nation.

Letters of Support will not be accepted.

It is important to note that nominees and/or nominators must take responsibility to ensure nominations are submitted correctly and in a timely manner.

Nominating Procedure

Nominations of qualified faculty members may be made by any other faculty member as defined on Page 2, Eligibility of the Class of '39 Memorandum of Understanding. The nomination form is to be signed by the person making the nomination. It will be a matter of honor that no person shall nominate him or herself. Each addressee mentioned in Paragraph a. under **Selection Procedures** will determine its own procedure for soliciting nominations, but all nominations must flow through academic administrative channels (Department Chair, School Director, Dean) to the Office of the Provost before being forwarded to the President of the Faculty Senate.

As nominations flow upward, each administrative officer shall sign the forms. The individual who is responsible for each nominee's performance review will certify (on the nomination form) that the nominee has met the requirement for above average job performance relative to his or her immediate peers during all (but not necessarily each) of the past five years. If this requirement has not been met, the nomination form will be destroyed and no record will be entered in the nominee's personnel files, nor will the person who prepared the nomination be informed of its disposition.

Review Procedure

The ex-officio function of the Provost on the Review Committee is to be a resource person, and to provide advice and counsel to insure continuity and uniformity in the screening process.

The function of the Review Committee is to assess the material provided on the nomination forms; to determine the relative weight of the accomplishments of the nominees; and to forward to the President of the Faculty Senate between two and four of the top nominees whose accomplishments meet the intent of this award.

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In carrying out their functions, Review Committee members should feel free to contact any persons who they feel can provide insights into the nature and value of the accomplishments of the nominees. This includes the nominees themselves.

The deliberations of the Review Committee are to be completed at least one week prior to the November Faculty Senate meeting.

Final Selection

The nomination forms of the finalists selected by the Review Committee are to be duplicated and distributed to all members of the Faculty Senate who are eligible to vote on the Award (nominees are not eligible to vote). Such distribution will take place three working days in advance of the November meeting of the Senate.

The first order of business of the November meeting will be to select, by secret ballot, the winner of the Award for Excellence. Each voting member of the Faculty Senate will be given a ballot (see Attachment A4) on which to rank the finalists listed and to select one (1) finalist as first choice (1=first choice) and one finalist as second choice (2=second choice). If a voting member feels that fewer than two individuals merit the award, he or she would assign the unused rank(s) to the category "no one."

The uncounted ballots will be turned over the Provost or designee, who, with a representative of the Faculty Senate named by the President of the Senate, will count the ballots. The counting procedure will begin with the "First Choice" (1) votes being counted.

The finalist receiving the most Number 1 votes will be the winner. In case of a tie between two finalists, the finalist receiving the most "Second Choice" (2) votes wins and the same procedure will be followed in the case of a tie among three finalists. In the case of a second tie, ballots will be distributed to Faculty Senators who will consider only those finalists in the tie vote but mark only one of the finalists remaining as their first choice. The finalist receiving the most Number 1 votes will be the winner.

Award Ceremony

The name of the winner will be announced, and the individual honored, at the December Graduation Exercises. At an appropriate time in the Exercise schedule, the Provost will recognize the recipients of the Class of 1939 Award for Excellence for the past five years and their departmental affiliations. The Provost will further note that a complete listing of Award recipients may be found in the Graduation Program and are also inscribed on the Bell Tower in the Carillon Gardens. The Provost will then describe to the assemblage the nature of the award and ask the winner to come to the rostrum.

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After reading the Award citation, the Provost will ask the immediately previous Award winner, who will have come to the rostrum during the academic procession, to present the new winner with the check and the medal. The medal will be placed around the neck of the new winner, who will then take a reserved place among the persons on the rostrum. If the winner has previously received the Award for Excellence, a distinctive academic uniform will be presented in lieu of the medal.

In January, in conjunction with the January meeting of the Faculty Senate, there will be a special ceremony for the purpose of unveiling the name of the Award winner on the plaque on the Class of 1939 Bell Tower. This ceremony, by which the faculty, represented by the Senate, honors one of its members of his/her achievements, will be given appropriate publicity by news releases and photographs. The new and all previous Award winners, along with the President of the University and the Provost, will be the invited guests for the occasion. The president of the Faculty Senate will present to the recipient two Award certificates, signed by the President of the University, the Provost, and the President of the Faculty Senate.

Signatures:

Representatives of the Class of '39 Award for Excellence

xxx

xxx

xxx (Advisory)

xxx

xxx

xxx

xxx

xxx

xxx

xxx, Chairman

The Clemson University Foundation

Clemson University

xxx, Vice President
of Advancement

Date

xxx
Controller

Date

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Attachment A1

Award for Excellence Certificate

CLEMSON UNIVERSITY
Clemson, South Carolina

This is to certify that the following named member of the faculty of Clemson University,

(name)
(position)

has been selected by the faculty to receive its highest honor,

THE CLASS OF 1939

AWARD FOR EXCELLENCE

This award is in recognition of outstanding contributions to the University, the Student Body, and the community throughout the academic period of (beginning year) through (ending year).

Signed this (date) day of (month) in the year of Our Lord, (year date written out):

President of the University

Provost of the University

President of the Faculty Senate

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Attachment A2

Award for Excellence Medal

The medal for first time winners of the Class of 1939 Award for Excellence will be 2.25 inches in diameter, and will be struck on a 0.100 inch thick planchet of 0.900 silver, overlaid with a solid gold plating (vermeil). It will have raised rims and a plain edge. A ring, suitable for suspension from a 1.0 inch wide ribbon, will be affixed to the medal by a mechanism which clamps over the raised rim, without the necessity of placing a hole through the medal or of any form of welding. The intent of this requirement is to avoid damaging the medal in any way.

Description:

The obverse is to be die struck, except for the date which is to be engraved. The obverse raised legend is to be 12 point sans serif lettering. The reverse is to be entirely engraved. The reverse inscription is to be 8 or 9 point upper case sans serif letters as shown. The name is to be engraved in script.

The wreath on the obverse, of two laurel branches, was an ancient Greek symbol of Victory - hence of Excellence. The letters **S P Q** are for the venerable Latin words **Senatus Populus Que**. They were used by the Romans in classical times on coins, medallions and state documents in the form **SPQR**, meaning "(by authority) of the Senate and the People of Rome." On this medal, the letters mean "(by authority) of the (Faculty) Senate and the People of Clemson University," signifying the part played by the Faculty Senate in the determination of this award.

The ribbon by which the medal is to be suspended will be 1.0 inch wide. It will be Royal Purple with chevrons of Old Gold, these being the School Colors during the college years of the Class of 1939.

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Attachment A3

Nomination Form for the Class of 1939 Award for Excellence

Name of Nominee:

Colleges and Degrees (omit years):

Present Position:

Prior Positions:

At Clemson:

Other:

List of Awards (only, no description)
within the Past Five Years:

Certification: I certify that the job performance of this nominee has been above the average of his or her immediate peers during all (but not necessarily each) of the past five years.

(Person Responsible for Performance Review)

Nominator

Department Chair

School Director (If applicable)

Dean

Provost

Description (no more than three pages) of outstanding contributions (Pages 2-4) by nominee during the past five years at Clemson University, in the areas of his or her (1) assigned responsibility, (2) interrelations with the Student Body, (3) activities in behalf of the University, and (4) activities benefiting the local community, state or nation.

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Attachment A4

Ballot for Selection of Award for Excellence Winner

Instructions: From the following list of nominees, make your selection for first choice, and place the figure 1 by that nominee's name. Then make your second choice selection, and place the figure 2 by that nominee's name. If you feel that only one of the nominees merits consideration for the award, place the figure 2 on the line headed "no one." If you feel that none of the nominees deserves consideration, place both 1 and 2 on the line headed "no one."

The following nominees are shown in alphabetical order:

Your Choice

Name: _____

Name: _____

Name: _____

Name: _____

No One: _____

Do not sign your ballot.

Revised 8/12