

# MONTANA TECH DISTINGUISHED ALUMNI AWARD

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1. The Award shall be called the Distinguished Alumni Award.
2. All alumni who have received an associate or higher degree from Montana Tech and all Honorary Alumni, as conferred by the Montana Tech Alumni Association, shall be eligible.
3. The candidate must meet the criteria in point 2 above and must, in addition, have established a professional career of at least 20 years, of which five years have been in a definitely responsible capacity, and who has either contributed in an outstanding manner to the furtherance of his or her profession and/or has been an outstanding contributor to the College.
4. Candidates can be nominated by alumni or faculty, administration or staff who hold Regents contracts. The nominator must first supply a brief letter of nomination summarizing why the nominee should be considered for the Distinguished Alumni Award. Once all nomination letters have been received, the Award Selection Committee (described in item 6 below) will review all nomination letters and will select nominees who will be given further consideration.
5. If a nominee is selected for further consideration, the nominator must supply all necessary documentation for the nominee which includes, but is not limited to, a detailed description of the person as to his or her career, profession, and/or aid to the College, at least three letters of support from individuals other than the nominee, and other such documentation that the selection committee finds necessary for making its selections.
6. The Awards Selection Committee consists of five members as follows:
  - a. The chairman will be the Director of Alumni Relations
  - b. One member will be the President of the Alumni Association or his/her designee
  - c. One member will be the Vice Chancellor for Advancement or his/her designee
  - d. Two members will be appointed by the Vice Chancellor for Academic Affairs from the faculty, Board of Regents contract staff, or administrators
7. Up to, but not over, three awards per year. No minimum number is required.
8. The awards are to be presented by the retiring President of the Alumni Association and the Chancellor of the College at the Spring Commencement Ceremony.
9. Letters of nomination are due by December 1<sup>st</sup> of the year proceeding the year of the awards. Supplemental information and materials for nominees selected for further consideration are due by December 31. of the year proceeding the year of the awards.
10. The committee's selection with supportive material will be transmitted to the Chancellor of the institution by January 11th of the year of the award.
11. The award(s) will be a silver medallion and a plaque. The medallion should have the De Re Metallica College Shield on one side and the name of the award, the name of the recipient, and the date on the other side.
12. Files of unsuccessful nominees are to be kept on record by the Awards Selection Committee for two years. Recipient files should be kept indefinitely.
13. A candidate may be nominated more than once.
14. The Chairman of the Awards Committee will be responsible for keeping a record of the nominations and to conduct the work of the Committee.