

Office of the Dean
United States Military Academy
West Point, New York 10996-5000

MADN-FLICR

01 April 2021

Memorandum No. 20-01

Dean's Policy and Operating Memorandum 20-01
Dean's Faculty Awards Program Guidance (revision 1)

1. **Purpose.** The purpose of the Faculty Awards Program is to recognize individual achievement by faculty through the presentation of awards at appropriate ceremonies.

2. **Applicability.** This policy memo applies to faculty awards funded by gift funds presented at department ceremonies. This policy memo does not apply to department faculty awards not funded by gift funds.

3. Responsibilities

a. Department Head

- 1) Identifies the need for a gift-funded faculty award and generates the request.
- 2) Oversees (or designates a representative to oversee) the selection process for the award to ensure the process is fair and reflective of high standards.

b. Chief of Faculty Learning, Innovation, Collaboration and Research (FLICR).

- 1) Reviews requests for new gift-funded faculty awards and makes recommendations to the Dean's Faculty Awards Committee.
- 2) Confirms availability of funding with DAA.
- 3) In the event of a significant change in curriculum or change in donor that impacts an award, provides recommendation to Department Head and the Dean on the way forward.

c. Dean's Faculty Awards Committee

- 1) Approves requests for new gift-funded faculty awards.
- 2) Notifies DAA of award approval with any clarifying or modifying guidance.

d. Directorate of Academy Advancement (DAA)

- 1) Receives requests for faculty awards.
- 2) Processes gifts for proper acceptance to support the awards and advises the departments.

4. Policies Governing the Faculty Awards Program.

- a. The Program will be guided by the following general criteria:
 - 1) Approval of new awards will be based on the merits of the proposal. Award proposals will be evaluated by department heads in relationship to awards already established.
 - 2) Reasonable equity will be maintained in departments of awards presented for courses and/or activities of comparable length and importance.
 - 3) The individual donor or donor organization must be considered appropriate for the proposed award. An air of dignity should characterize the relationship between the donor and the Faculty Awards Program. The use of the Faculty Awards Program as a vehicle for commercial advantage or undue publicity is prohibited.
- b. New faculty awards are subject to the following:
 - 1) Because there is no endowment to support Faculty Awards in perpetuity, all gifts covered by this policy are self-depleting; that is, they are awarded for a limited number of years until the donor funds are exhausted. The amount required for the award will be calculated by DAA.
 - 2) Awards can be approved prior to receipt of the gift but will not be presented until the gift is received, processed and accepted accordingly.
 - 3) Changes in the award agreement might be necessitated at any time by changes in the curriculum or other factors. Under these circumstances, the owning department will communicate with FLICR and DAA. This includes, but is not limited to, no longer presenting the award or presentation of another award item.
 - 4) Should changes be necessitated by curriculum changes or other factors, and should the individual donor be deceased or the donor organization cease to exist, disposition of those funds will be discussed between the Department, DAA and the Dean.

- c. Decision as to the nature of each new award will be based on the following principles:
 - 1) Each award will be appropriate to the accomplishment for which it is presented and will generally conform to the pattern already established within the department.
 - 2) Physical tokens of awards will normally have a minimum value of \$50 and will not exceed \$300. Department heads should select appropriate physical tokens such as a pewter tray, pewter bowl, pewter pitcher or bust of a notable figure in the department's discipline.
 - d. Establishment of New Awards. Appendix A contains a sample format for requesting the establishment of a new award. Requests will be submitted to the Chief of FLICR for review. All requests for new awards will be submitted not later than December of each academic year.
 - e. Expenditures for approved faculty awards currently require an Exception to Policy (ETP) from the Dean because the Gift Awards SOP does not allow for faculty awards. Every expenditure for a faculty awards requires an ETP; departments may not generate a blanket ETP for all expenditures. Appendix B contains the recommended ETP format.
5. **Proponent.** Proponent for the policy is the Chief of FLICR, Jefferson Hall 131, 845-768-3990.

Encl
as

MICHAEL F. YANKOVICH
COL, EN/47
Vice Dean for Operations

Appendix A: SAMPLE FORMAT FOR ESTABLISHMENT OF NEW AWARD

DEPARTMENT OFFICE SYMBOL

DATE

MEMORANDUM THRU Chief of Faculty Learning, Innovation, Collaboration,
and Research (FLICR)

FOR Dean's Faculty Awards Committee

SUBJECT: Establishment of New Faculty Award

REFERENCE: DPOM 20-01

1. The [Name of Department] proposes the establishment of a new faculty award.

a. CRITERIA: Identify the reason for the award (e.g. to recognize the top faculty member in [Course Name].) Provide a short (2-3 sentence) description of the plan for selection of the award recipient.

b. PROPOSED AWARD TITLE: e.g. [Name] Award for [Achievement]

c. INTENDED LIFESPAN OF AWARD: Indicate the number of years intended for presentation.

d. PRESENTATION VENUE: Indicate the planned venue for presentation (e.g. Department End of Year Awards Ceremony, Department Ball).

e. PRESENTATION ITEM: Describe the physical object to be presented (e.g. pewter plate, bowl, bust, etc.) Include the current cost of the physical object.

f. OTHER FORMS OF RECOGNITION: Used if the department intends to procure a plaque or other medium that will display the names of the award recipients. Identify current cost of purchasing the items, the annual cost of updating it, and the estimated lifespan of the item of recognition.

g. DONOR: Identify the donor name, address, email, and telephone number, who will provide ample funds to present the award and cover other related expenses.

2. POC for this action is: XXXXXX who can be contacted at (email, phone) for any needed clarification.

[Department Head signature block]

Appendix B: SAMPLE FORMAT FOR EXPENDITURE EXCEPTION TO POLICY

DEPARTMENT OFFICE SYMBOL

DATE

MEMORANDUM THRU Assistant Dean for Programs and Resources

FOR Dean of the Academic Board

SUBJECT: Exception to Policy for Purchase of Faculty Award Item(s)

REFERENCE: DPOM 20-01

1. The [Name of Department] requests an exception to policy to the Gift Fund SOP for the purchase of the following items in support of the [Name of Faculty Award], previously approved on [date of approval]. The Gift Fund SOP currently has no specific authorization for faculty award purchases.

a. ITEMS TO BE PURCHASED: Identify the items to be purchased. Be specific (e.g., 2 pewter plates with engraving)

b. TOTAL COST OF PURCHASE: List the total amount of the purchase. Ensure that the total includes any shipping or engraving costs.

c. PRESENTATION VENUE AND DATE: Indicate the planned venue for presentation (e.g. Department End of Year Awards Ceremony, Department Ball) and forecast date of presentation. If the purchase is for a plaque or other permanent display medium, indicate that.

2. This purchase will comply with all procedures specified in the MACC Gift Funds SOP. This purchase meets the stated objectives of the [Name of Faculty Award] by [short explanation.]

3. POC for this action is: XXXXXX who can be contacted at (email, phone) for anyneeded clarification.

[Department Head signature block]