

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section IV – Personnel

**SUBJECT:** DISTINGUISHED ALUMNUS AWARD

**REVIEWER:** Alumni Relations *Manager*

**I. POLICY**

To recognize and reward one alumnus annually who provides distinguished service to the health care professions, the college, and the community.

**II. PROCEDURE**

**A. Nomination Process**

1. The nominee must have completed his or her entry-level health care education at Carolinas College of Health Sciences or one of its predecessor schools operated by Carolinas Health Care System or Charlotte Memorial Hospital Authority.
2. Nominations may come from alumni, employers, or members of the general public.
3. In 500 words or less, the nomination will describe the reasons for the nomination, and might include:
  - a. Evidence of sustained excellence in patient care, health care administration, or laboratory procedures.
  - b. Evidence of service to the community, the state, the nation, or the larger worldwide community.
  - c. Evidence of leadership within the health care or allied health profession.
4. The nomination may include additional evidence as applicable, such as honors and awards related to healthcare, service, or community involvement. No officer of the alumni association will be considered for the award during their term of office.
5. Nominations are to be submitted by *March* 15 of each year.

**B. Selection and Recognition Process**

1. Nominations are submitted to the college president, who transmits them to the president of the alumni association for consideration by the officers of the association (or nominations committee, if so delegated by the officers).
2. The officers screen and narrow the number of nominations to not more than three. If there are more than three nominees, the officers may eliminate from consideration any nominee so long as the elimination is by consensus.
3. Final selection by the CCHS Board of Directors is based primarily on the criteria identified above. The weighting of each criterion or the merit of additional considerations is at the discretion of the board and is not subject to challenge.
4. Only one alumnus will be recognized for this distinction each year. Should the board find none of the nominees appropriately meritorious, no distinguished alumnus will be designated.
5. The winner will be notified and the award will be presented to the recipient at either the spring or summer graduation exercise.
6. The winner will receive a framed certificate. The recipient's name will be placed on a plaque displayed in the lobby area of the college. Notice of the recognition will be placed in the CCHS student newsletter, the alumni newsletter, and will be submitted to CHS' New Directions. The CHS marketing department will be asked to communicate the information to The Charlotte Observer and other relevant media. The honoree will wear a special medallion at all graduations occurring in the succeeding 12 months and will participate in the processional at those graduations.

**C.** The Distinguished Alumnus policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_