

## **AWARDS SUB-COMMITTEE OPERATING CODE**

### **I. Name**

The name of this structure shall be the Awards Sub-committee of the Member Services Committee, National Association for Kinesiology & Physical Education in Higher Education (NAKPEHE).

### **II. Purpose**

The purpose of the Awards Sub-committee shall be to solicit nominations, select award winners, and submit the names of selected nominees to the NAKPEHE Executive Committee for their approval.

### **III. Organization**

- A. The sub-committee shall be a sub-committee of the Member Services Committee.
- B. The sub-committee shall consist of three voting members appointed by the president of NAKPEHE, and the past president shall serve as an ex officio member. Awards Sub-committee members are ineligible for awards during their tenure on the sub-committee. In addition, the president will appoint one non-voting representative to oversee the Young Scholar Award sub-committee.
- C. Sub-committee members shall be appointed for a term of three years, with one person rotating off the sub-committee every year.
- D. Sub-committee members may be re-appointed after serving a previous term.
- E. The chair of the sub-committee shall be a member of the Member Services Committee.

### **IV. Awards**

The association offers five awards, the Distinguished Service Award, the Distinguished Scholar Award, the Distinguished Administrator Award, the Hally Beth Poindexter Young Scholar Award, and the Joanna Davenport Doctoral Student Poster Award. The recipients of each award shall meet the criteria for that award as set forth in Awards Addendum, CRITERIA FOR AWARDS (see Section VIII). Upon approval by the Executive Committee, the selections of the Awards Sub-committee shall be considered.

### **V. Conduct of Business**

- A. Specific duties of the sub-committee shall include, but not necessarily be limited to:

1. Solicitation of nominees through association publications and by other appropriate means.
  2. Evaluation of nominees and selection of award winners.
  3. Obtaining approval of the Executive Committee for award winners.
  4. Performance of other tasks appropriate to the purview of the sub-committee and the mission of the corporation as assigned by the Board.
- B. The sub-committee shall meet at least once annually for the discussion and conduct of business. Sub-committee business may be conducted by telephone, electronically, and/or through the mail as necessary.
- C. Nomination Forms shall be included in the *Chronicle of Kinesiology & Physical Education in Higher Education* and may also be distributed electronically, or by other means. The completed Nomination Form must include spaces for the following information: the name of awards and the criteria, the name of the nominee, verification that the nominee is an active member of NAKPEHE, the name of the nominator, verification that the nominator is an active member of NAKPEHE, a brief statement of support of how the credentials of the nominee meet the criteria, the date the nominee was submitted, and the name and address of the Awards Committee chair to whom it is to be sent.
- D. The sub-committee chairperson shall contact each nominee by letter to ask if the nominee would accept the nomination and, if so, to forward a vita for consideration. In addition, nominees for the Distinguished Administrator Award are asked to request a letter of support from an individual currently working with the nominee (unless the nominee is no longer in an administrative position in which case the letter is from someone who recently worked for the nominee) and a letter of support from an administrator at a higher level.
- E. The sub-committee chair shall prepare a ballot listing the names of all nominees. Balloting shall be based on established criteria for the awards (see Section VIII). The ballot shall be sent by the chair to the other two voting committee members. The chair and the other two voting members shall rank nominees in each award category from high to low with 1 being the high rank. The ballots shall be returned to the chair who will determine the average rank for each nominee. If a clear consensus emerges the highest ranking nominee will be the award recipient the sub-committee will recommend to the Executive Committee. If, however, there are multiple nominees for an award and there is no clear consensus, the two or three nominees with the highest average ranking will be retained (and the others dropped) another ballot will be prepared and another ranking will be made by the sub-committee members. This procedure will be continued until there is a clear consensus as to the award winner. If no clear winner emerges the committee may select two winners with the approval of

the Executive Committee or may ask the ex-officio member to break the deadlock.

- F. The sub-committee shall maintain a list of award winners and the sub-committee chairperson shall submit a current copy to the NAKPEHE archivist and the NAKPEHE president annually.
- G. After the NAKPEHE Executive Committee has accepted the award sub-committee's recommendations of award recipients, and before the NAKPEHE Conference, the sub-committee chairperson shall notify nominees who were not award recipients and invite them to have their nomination materials retained in the files for consideration in the following year. Those who have been nominees for two consecutive years without being selected as an award winner must be renominated after the second year (they are not asked to have nominations held over).
- H. The operating code for the awards sub-committee may be amended by a majority vote of the sub-committee subject to the approval of the Board of Directors.

## **VI. Procedures for Nominations**

- A. Active members of NAKPEHE and emeriti members of NAKPEHE may make nominations according to Section V. C. above. The sub-committee chair will verify that nominator's active membership status from the records of the executive director.
- B. Active members of NAKPEHE and emeriti members of NAKPEHE may be considered for awards. The sub-committee chair will verify the status of all nominees from the records of the executive director. In the event an individual is nominated for more than one award, the sub-committee chair will ask the individual to choose the award for which materials will be presented to the committee for consideration.

## **VII. Presentation of the Awards**

- A. The awards sub-committee chairperson will ask the nominator to prepare a short biography of each award recipient. The nominator will also send the biography to the award winner for approval and then forward it to the awards sub-committee chair. The chairperson will prepare an awards brochure that will include the biographies of the three award winners and the names of past award winners. The brochure will be distributed at the annual Award Ceremony.
- B. The awards sub-committee chairperson oversees the Awards Ceremony and gives introductory remarks. The immediate past award winners introduce and present the awards.
- C. The awards sub-committee chairperson shall confer with the NAKPEHE president about arrangements for presentation of the awards at the annual conference.

- D. Because the award winner must approve the biographical sketch it is necessary to inform the award winners prior to the annual conference. The awards sub-committee chairperson should send a letter to the award winners prior to having the nominator obtain approval of the award winner's biography. The chair should make every effort to ensure the award winner's presence at the conference.
- E. The selection and engraving of awards plaques will be carried out by the award sub-committee chair. The cost of the plaques should be approved by the executive director prior to purchase and the invoice for the plaques shall be submitted to the executive director once the chair receives delivery of the plaques.

### **VIII. Financial Support**

Expenses of the committee shall be defrayed by the corporation within the limits of the established budget. The chair of the awards sub-committee shall ask the president or the executive director for the budgeted amount for sub-committee operations upon assuming the chair position.

### **IX. Sub-committee Structure**

HALLY BETH POINDEXTER Young Scholar Award Sub-committee

#### Organization and Conduct of Business

1. The sub-committee need always be composed of individuals from across the professional sub-disciplines.
2. The sub-committee will be comprised of one appointed representative from the Awards Committee who will serve as chair, and three additional members selected by the sub-committee chair.
3. The Chair will provide an information form to be distributed in the *Chronicle of Kinesiology & Physical Education in Higher Education* and published on the association web site. In addition, forms need be available at the NAKPEHE booth reserved at the AAHPERD annual convention.
4. Once papers are submitted, the chair will distribute copies to the respective sub-committee members.
5. Sub-committee members will rank the papers and inform the chair of their preferences. If, at any time, there are more than 15 Open Paper submissions, a second/final review will be required of the top five (5) ranked submissions.
6. The chair will communicate the winner's name to the ice-president and the executive director for the honorarium.
7. The chair will create a special plaque for presentation at the conference session.

8. The chair will notify the president who contacts the winner. The chair will send a copy of the winning paper to the president who forwards a copy to specified NAKPEHE lecturer who will serve as responder for the conference session.
9. The chair will send congratulation letters to the winners, as well as letters to all authors and encourage them to consider submitting their presentation to the vice-president if room is available in the program.
10. Responders to the Young Scholar paper will follow the rotating schedule of Sargent, Hanna, and Homans:  
2009 Homans  
2010 Sargent  
2011 Hanna  
2012 Homans
11. Responders will be notified of their responsibility by the current president of the corporation, when they are named as lecturer.

#### JOANNA DAVENPORT Doctoral Student Poster Award Sub-committee

##### Organization and Conduct of Business

1. The sub-committee need always be composed of individuals from across the professional sub-disciplines.
2. The sub-committee will be comprised of one appointed representative from the Awards Committee who will serve as chair, and three additional members selected by the sub-committee chair.
3. The chair will provide an information form to be distributed in the *Chronicle of Kinesiology & Physical Education in Higher Education* and published on the corporation web site. In addition, forms need be available at the NAKPEHE booth reserved at the AAHPERD annual convention.
4. Once proposals are submitted, the chair will distribute copies to the respective sub-committee members if the total number of submissions passes 12.
5. If submissions total more than 12, sub-committee members will rank the proposals and inform the chair of their preferences.
6. The chair will communicate the selected proposals to the vice president for conference program information and the vice president will contact the selected presenters to apprise them of date, time and place of the poster session.
7. The chair will create a special certificate for presentation at the conference session.
8. The chair will communicate with the vice president, Conferences to ensure that a presentation area is established for the posters during the Delphine Hanna Reception. The vice president will

insure that appropriate mounting surfaces are available for the posters.

9. The sub-committee members will serve as reviewers at the conference and will select the winning poster through a secret ballot. The chair will collect and tally the ballots.
10. The chair will communicate with the executive director for financial purposes to secure the monetary prize for the winning presenter and the free one-year membership.
11. The president will announce the winner at the Delphine Hanna reception.

## **X. Criteria For Awards**

All references to NAKPEHE should be interpreted to include the parent associations, NAPECW and NCPEAM.

### **A. NAKPEHE – DISTINGUISHED SERVICE AWARD**

The Distinguished Service Award shall be awarded to a person who:

1. Has been a member of NAKPEHE continuously for at least ten years.
2. Has given outstanding service to NAKPEHE as evidenced by achievement in at least five of the following categories:
  - a. Officer of the corporation.
  - b. Member of the Board of Directors.
  - c. Chair of a committee.
  - d. Member of committee(s) for at least two years.
  - e. Attendee at annual conference(s).
  - f. Speaker at annual conference(s).
  - g. Invited lecturer: Amy Morris Homans, Dudley Allen Sargent, or Delphine Hanna .
  - h. Workshop leader.
  - i. Contributor to NAKPEHE publications.

### **B. NAKPEHE – DISTINGUISHED SCHOLAR AWARD**

The Distinguished Scholar Award shall be awarded to a person who has made a significant contribution to kinesiology and physical education in higher education through scholarly pursuits within a multi-disciplinary perspective and has been a contributing member of NAKPEHE continuously for at least five years. Nominees will be judged on their contributions by showing distinction in at least one area with contributions in two or more:

1. Author of a book(s)
2. Author of articles in professional or lay periodicals
3. Editor of book(s) or monographs
4. Researcher who develops, executes and reports significant research
5. Lecturer at professional meetings
6. Other scholarly areas not listed above

### C. NAKPEHE – DISTINGUISHED ADMINISTRATOR AWARD

The Distinguished Administrator Award shall be awarded to a person who through application of administrative/managerial skills has made significant contributions to the profession/and or related fields, both within and beyond the higher education community, and has been a contributing member of NAKPEHE continuously for at least five years. Qualified nominees shall have achieved at least one of the following criteria with distinction:

1. Successful experience as an administrator within a program of kinesiology or physical education in higher education, in at least one of the following categories:
  - a. Dean or Assistant/Associate Dean of a school or college in which kinesiology or physical education is a unit
  - b. Chairperson of a kinesiology or physical education department in a college or university
2. Advancement of the goals and ideals of the profession through the application of managerial skills within other groups/organizations.
  - a. Executive director/president/program leader for a kinesiology or physical education discipline-related organization/conference.
  - b. Director of a regional /national/international physical education project/activity
  - c. Dissemination (publication, presentation, teaching) of scholarly/academic innovations concerning physical education administration which has impacted physical education nationally
  - d. Leadership in kinesiology or physical education as a member of a governing body
  - e. Record of influence outside the profession of higher education which has served physical education as a discipline beyond the institution

### D. NAKPEHE HALLY BETH POINDEXTER YOUNG SCHOLAR AWARD

The NAKPEHE HALLY BETH POINDEXTER Young Scholar Award shall be awarded to the author of a submitted open paper. The selection of the paper is based on scholarly content, organization and pertinence to the field of kinesiology or physical education from an interdisciplinary perspective.

Qualified authors and papers shall meet the following criteria:

1. Members of NAKPEHE
2. Full-time faculty in their first five years of employment in a college or university setting.

3. Award recipients are expected to present their paper at a special conference session, with a current NAKPEHE lecturer as the session responder.
4. Recipients must register for the conference.
5. Papers may not have been previously published or presented.
6. Papers will be reviewed by committee according to the following criteria:
  - a. Strong connection to the review of literature in the field
  - b. Writing style
  - c. Originality of idea/concept/style of presentation
  - d. Practical application potential
  - e. Potential contribution to the field

#### E. NAKPEHE JOANNA DAVENPORT DOCTORAL STUDENT POSTER AWARD

The NAKPEHE JOANNA DAVENPORT DOCTORAL STUDENT POSTER AWARD shall be awarded to the author of a submitted poster presentation. The selection of the poster is based on scholarly content, organization and pertinence to the field of kinesiology or physical education from an interdisciplinary perspective.

Qualified authors and posters shall meet the following criteria:

1. Current doctoral students, or have completed their degree after January of the preceding year.
2. Poster presenters are required to present their poster at the Joanna Davenport Doctoral Student Poster session.
3. Presenters must register for the conference.
4. Presenters will have one hour to set their posters in the viewing area. The posters will be reviewed during a five hour period prior to the Delphine Hanna reception.
5. Posters must contain original, unpublished research (current or recently completed) and may not have been previously presented.
6. Posters will be reviewed by committee according to the following criteria:
  - i. Strong connection to the review of literature in the field
  - ii. Writing style
  - iii. Originality of idea/concept/style of presentation
  - iv. Practical application potential
  - v. Potential contribution to the field
  - vi. Esthetics

*All receipts for expenses must be submitted to the executive director no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.*

(Revised: Corbin, January 2001; Fiorentino, March 2001, Mitchell 2005, 2007;  
Claxton, July 2008; Block 2009)