

GUIDELINES FOR USAC FACULTY, STAFF, AND ADMINISTRATOR RECOGNITION AWARD

1. Purpose
 - a. The purpose of the USAC Faculty, Staff, and Administrator Recognition Award is to recognize a UCLA faculty, staff, or administrator for his or her support of projects and programs initiated by undergraduate student leaders.
 - b. The award should be given to someone who has enabled student leaders to achieve their goals through collaborating with undergraduate student leaders on issues that affect UCLA undergraduate students.
 - c. The award should be given to a faculty, staff, or administrator who has had ongoing communication and cooperation with undergraduate student leaders and who provides a model to other faculty, staff, and administrators of how faculty, staff, and administrators can collaborate with students to address the needs of UCLA's undergraduate student body.
2. Nomination
 - a. The application that UCLA undergraduate students will complete to nominate a UCLA faculty, staff, or administrator for this award is to be approved by a majority vote of the Undergraduate Students Association Council.
 - b. The application for nomination will become available on January 1 and will not be accepted after March 1. It will be posted on the Undergraduate Students Association Council website.
 - c. The Undergraduate Students Association Council will reach out to UCLA undergraduate students to nominate faculty, staff, and administrators for this award through:
 - i. Sending an email to Campus Registered Student Organizations through an email via the Center for Student Programming.
 - ii. Presentations to the Undergraduate Students Association Council and On-Campus Housing Council.
 - iii. An advertisement in the Daily Bruin that will be paid for by Overhead.
 - iv. Flyers on campus.
 - d. Nominations may be submitted by any UCLA undergraduate student(s), including but not limited to members of the Undergraduate Students Association Council.
 - e. Nominees may include any administrator, faculty member involved with the Academic Senate or the administration of an academic department or center or other campus entity, and a director or assistant director of any campus entity that serves the needs of undergraduate students. Nominees may not be undergraduate students.
2. Evaluation process
 - a. The USA President will appoint a Recognition Committee composed of 3 Undergraduate Students Association council members each year. The USA President will serve as an ex-officio member on the committee.
 - b. The Recognition Committee will qualitatively evaluate the applications submitted on behalf of the nominees and will recommend a nominee to the Undergraduate Students Association Council. The Recognition Committee's recommendation will be subjected to approval by a majority vote of the Undergraduate Students Association Council.
 - c. One nominee will be a recipient of the USAC Faculty, Staff, and Administrator Recognition Award per year.
 - d. The recipient of the award will not be announced later than May 1.
3. The Award

- a. Every year, the name of that year's recipient will be added to a plaque to be displayed in Murphy Hall. This plaque is to be maintained by ASUCLA Student Supports Services. The Undergraduate Students Association Council will approach the Chancellor's Office about displaying the plaque in Murphy Hall.
- b. Every year, the recipient of the award will receive a personal plaque recognizing them. The recipient will be recognized at USAC installation.

Approved October 3, 2006