

# Top Dog Alumni Awards Nomination Procedures

## Procedures for Granting the Alumni Awards

Each academic year, the Fresno State Alumni Association will establish an Alumni Awards Committee. The committee will be composed of the following individual representatives:

- The provost of the university and/or his/her designee;
- One representative from the academic senate advancement committee;
- One member at large from the academic senate;
- The associate vice president for development;
- The associate vice president for university communications;
- Four members of the alumni board of directors; and
- The executive director of the alumni association;

The committee will call for nominations no later than the first week of February. Any faculty member, department chair, school/college dean, administrator, staff, student, alumnus or friend of the university may nominate any Fresno State graduate/alumnus for the award.

**All nominations are due to the Fresno State Alumni Association by 4pm on Monday, March 10, 2014.**

Each school/college, Division of Student Affairs, Graduate Studies, Library, and Athletics, will receive copies of all nominated alumni from their area by Friday, March 28, 2014. The school/college or area will then submit the names of its top three candidates (**in no ranked order**) for each award to the Fresno State Alumni Association office by Monday, April 14, 2014 for review by the Alumni Award Selection Committee. **A minimum of three names will need to be submitted by each school/college or area.** If a school/college or area does not submit its names of its top three candidates by Monday, April 14, 2014, an award will not be given that year for the school/college/area in question.

The Alumni Award Selection Committee will meet and review all nominations. The Committee shall have the discretion to accept or reject any of the candidates in each area. The Executive Director of the Fresno State Alumni Association will notify the winners of the awards.

Awards will be formally delivered at the Top Dog Alumni Awards Gala to be held in the fall of 2014. Date will be finalized in early spring.