NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL

CHAPTER 8

DEGREES AND AWARDS

Section 1. Distinguished Nevadan and Honorary Degree Nominations 2
Section 2. Regents' Awards 3

CHAPTER 8

DEGREES AND AWARDS

Section 1. Distinguished Nevadan and Honorary Degree Nominations

1. Distinguished Nevadans
    a. Nominations for the award of Distinguished Nevadan will be made by the Board of Regents pursuant to the *Board of Regents Handbook* (Title 4, Chapter 1, Section 15). Nominations must be received by the Chief of Staff to the Board of Regents no later than December 31 of each academic year. The Board of Regents shall make the award on or before March 31 of each academic year.
    b. The purpose of the awards is to recognize prominent individuals who are present or former residents of the state for their significant achievements contributing to the cultural, economic, scientific, or social advancement of Nevada and its people; or for exceptional service to the state or nation that has influenced constructively the well-being of humankind. Persons currently holding or running as a candidate for a public elective office shall not be eligible to be nominated for Distinguished Nevadan, except that the Board of Regents reserves the right to waive this limitation at its own discretion in extraordinary circumstances.
    c. These awards shall normally be given at Spring commencement exercises.

2. Honorary Degrees
    a. Nominations for honorary degrees shall be made to the Board of Regents by the president for any degree that is officially offered by the requesting institution.
    b. Honorary degrees may, at the discretion of the president and with approval from the Board of Regents, be conferred at any time during the year at an appropriate ceremony. No more than two honorary degrees will be conferred at each institution's commencement ceremony unless otherwise approved by the Board.
    c. Honorary degrees may be awarded to persons who have made significant contributions to the improvement of the quality of academic programs and academic life at the requesting institution, or to distinguished visitors. Persons currently holding or running as a candidate for a public elective office shall not be eligible to be nominated for an honorary degree, except that the Board of Regents reserves the right to waive this limitation at its own discretion in extraordinary circumstances.

(B/R 1/87, 10/98, 3/03; Added 6/05; A.3/07, 11/07, 12/07, 9/17, 6/19, 9/21)

Section 2. Regents' Awards

Title 4, Chapter 1, of the *Board of Regents' Handbook* establishes six annual awards presented by the Board of Regents to faculty, staff, and students for significant accomplishments in the areas of academic advising, teaching, research, creative activities, student academic leadership, and service.

The following timeline for the nomination and selection of award recipients is applicable to each of the Regents' awards:

Initial notification to campuses to begin nomination process	April
Reminder notification to campuses to begin nomination process	Early September
NSHE Selection Committees formed	October - November
Campuses forward nominations for all awards except the Rising Researcher Award and the Scholar Award to the System Office	Late October
NSHE Selection committees evaluate nominations	November
Vice Chancellor for Academic and Student Affairs establishes meetings to make recommendation of award recipients	December-January
Campuses forward recommendations for Rising Researcher Award and the Scholar Award recipients to the System Office.	Early December
System Office submits recommendations for award recipients to the Board of Regents.	January-February

The following procedures outline the nomination and selection process for each award:

1. Regents' Creative Activities Award

The Nevada Regents' Award for Creative Activities is given annually to two full-time NSHE faculty members with distinguished records in creative activity. Full-time faculty with a distinguished record in creative activity at UNLV, UNR and NSU will be eligible for one award. Full-time faculty with a distinguished record in creative activity at CSN, GBC, TMCC, and WNC will be eligible for one award. Although this award is intended for individuals, groups who by their collaboration have made major advances may be recognized as well.

A. Nominations. Notification is sent annually by the Chancellor's Office to each NSHE campus to begin the nomination process initially in April with a follow up in early September. Each institution, except DRI, may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:
    i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
        1. The nomination letter must indicate the significance, volume, and quality of the candidate's creative activity in such a way as to clarify the nominee's activities for individuals from other disciplines;
        2. The letter must address clear evidence of the national or international stature of the candidate's creative activity. This evidence should reflect recognized evaluation in the form of critically reviewed presentations, books, and other forms of recognition (e.g., invited presentations, juried exhibitions, awards, honors). A fuller listing of these should be provided in the nominee's curriculum vitae, which must be attached to the letter of nomination; and
        3. The letter of nomination must address the candidate's continuous record of long-term creative activity.
    ii. Curriculum vitae containing a list of presentations, awards, and honors; and
    iii. Supplementary materials as follows:
        1. No more than three examples of a scholarly, creative product (e.g., music CD, art slides, videotape, audiotape, work of fiction or non-fiction, piece of artwork, etc.);
        2. No more than three reviews, adjudications, or testimonials conferred by persons who audited the original work;
        3. No more than three letters of support from persons knowledgeable of the nominee's qualifications; and
        4. Names, addresses, and phone numbers of up to five persons outside of the NSHE whom the Selection Committee may contact about the candidate's creative achievements.

    Nomination materials must be submitted to the Department of Academic and Student Affairs via electronic mail. The deadline for campus nominations to be received by the Chancellor's Office will be no later than October 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic and Student Affairs in the annual call for nominations.
B. Length of Service. Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.

C. Composition of the NSHE Selection Committee for the university/state college award:
    i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
    ii. One Academic Affairs Council member or their designee from each UNR, UNLV and NSU; and
    iii. One creative artist from each UNR, UNLV and NSU.
D. Composition of the NSHE Selection Committee for the community college award:
    i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
    ii. One Academic Affairs Council member or their designee from each community college; and
    iii. One creative artist from each community college.
E. Committee Review. The Committee may elect to utilize an external entity as part of its evaluation of nominees.
F. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
G. Award Amount: $5,000

2. Regents' Researcher Awards and Regents' Rising Researcher Awards

Regents' Researcher Awards. These awards are given annually to NSHE faculty members at UNLV, UNR, NSU or DRI with a distinguished record in research. Two awards will be given annually: one to a faculty member in recognition of a distinguished career in research and one to a faculty member in recognition of mid-career accomplishments in research. A third award shall be given annually to a faculty member in recognition of achievement in research in humanities and social science fields. Although these awards are intended for individuals, groups who by their collaboration have made major advances may be recognized as well. The intent is to select one individual (or group) for recognition each year. However, the selection committee may choose to send forward more than one recommendation in exceptional circumstances.

I. Researcher Award – Distinguished Career
    A. Nominations. Notification is sent annually by the Chancellor's Office to each of the eligible institutions (UNLV, UNR, NSU, and DRI) to begin the nomination process initially in April with a follow up in early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:
        i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
            1. The nomination letter must indicate the significance, volume, and quality of the candidate's research in such a way as to clarify the nominee's activities for individuals from other disciplines;
            2. The letter must address how the candidate's research or scholarly work brings recognition to the NSHE;
            3. The letter must address clear evidence of the national or international stature of the candidate's research. This evidence should reflect recognized evaluation in the form of critically reviewed papers, presentations, books, monographs, and other forms of scholarly activity or recognition (e.g., invited presentations,

awards, honors). A fuller listing of these should be provided in the candidate's curriculum vitae, which must be attached to the letter of nomination;

4. In those disciplines where research grants and contracts are recognized as an important part of career achievement, there must be clear evidence provided in the letter of nomination that the candidate has been competitive for such grants at the national and/or international level; and
5. The letter of nomination must address the candidate's continuous record of long-term research.

ii. Curriculum vitae containing a listing of grants funded, presentations made at national and/or international research meetings, awards/honors, published articles, monographs, or books; and

iii. Supplementary materials as follows:

1. No more than three examples (reprints or copies) of significant published works that the candidate feels are representative of his or her research accomplishments;
2. A list of grants and contracts received, indicating the project title, name of grantor, amount of grant, beginning and termination dates, and the nature of the competition for the grant;
3. No more than three reviews, adjudications, or testimonials conferred by persons who audited the original work; and
4. No more than three letters of support from persons knowledgeable of the nominee's qualifications (candidates may resubmit letters of support dated within the past three years).

Nomination materials must be submitted to the Department of Academic and Student Affairs via electronic mail. The deadline for campus nominations to be received by the Chancellor's Office will be no later than October 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic and Student Affairs in the annual call for nominations.

B. Length of Service: Candidates must have at least ten years of cumulative service in the NSHE by the date of nomination in order to be considered for the award. In addition, candidates must have overall career/service of at least 20 years in research.

C. Composition of the NSHE Selection Committee. The Selection Committee must consist of the following members:

i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
ii. One Research Affairs Council member or their designee from each UNR, UNLV, and DRI; and
iii. A representative from NSU.

D. Committee Review. The Committee shall utilize three reviewers selected from the pool of past Regents' Researcher Award recipients as part of its evaluation of nominees.

E. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.

F. Award Amount: $5,000

II. Researcher Award – Mid-Career

A. Nominations. Notification is sent annually by the Chancellor's Office to each of the eligible institutions (UNLV, UNR, NSU, and DRI) to begin the nomination process initially in April with a follow up in early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:

i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:

1. The nomination letter must indicate the significance, volume, and quality of the candidate's research in such a way as to clarify the nominee's activities for individuals from other disciplines;
2. The letter must address how the candidate's research or scholarly work brings recognition to the NSHE;
3. The letter must address clear evidence of the national or international stature of the candidate's research. This evidence should reflect recognized evaluation in the form of critically reviewed papers, presentations, books, monographs, and other forms of scholarly activity or recognition (e.g., invited presentations, awards, honors). A fuller listing of these should be provided in the candidate's curriculum vitae, which must be attached to the letter of nomination;
4. In those disciplines where research grants and contracts are recognized as an important part of career achievement, there must be clear evidence provided in the letter of nomination that the candidate has been competitive for such grants at the national and/or international level; and
5. The letter of nomination must address the candidate's continuous record of research through mid-career.

ii. Curriculum vitae containing a listing of grants funded, presentations made at national and/or international research meetings, awards/honors, published articles, monographs, or books; and

iii. Supplementary materials as follows:

1. No more than three examples (reprints or copies) of significant published works that the candidate feels are representative of his or her research accomplishments;
2. A list of grants and contracts received, indicating the project title, name of grantor, amount of grant, beginning and termination dates, and the nature of the competition for the grant;
3. No more than three reviews, adjudications, or testimonials conferred by persons who audited the original work; and
4. No more than three letters of support from persons knowledgeable of the nominee's qualifications (candidates may resubmit letters of support dated within the past three years).

Nomination materials must be submitted to the Department of Academic and Student Affairs via electronic mail. The deadline for campus nominations to be received by the Chancellor's Office will be no later than October 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic and Student Affairs in the annual call for nominations.

B. Length of Service: Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award. In addition, candidates must have career/service of at least 5 years but less than 20 years in research.
C. Composition of the NSHE Selection Committee. The Selection Committee must consist of the following members:
    i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
    ii. One Research Affairs Council member or their designee from each UNR, UNLV, and DRI; and
    iii. A representative from NSU.
D. Committee Review. The Committee shall utilize three reviewers selected from the pool of past Regents' Researcher Award recipients as part of its evaluation of nominees.
E. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
F. Award Amount: $5,000

III. Researcher Award – Humanities and Social Sciences
A. Nominations. Notification is sent annually by the Chancellor's Office to each of the eligible institutions (UNLV, UNR, NSU, and DRI) to begin the nomination process initially in April with a follow up in early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:
    i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
        1. The nomination letter must indicate the significance, volume, and quality of the candidate's research in such a way as to clarify the nominee's activities for individuals from other disciplines;
        2. The letter must address how the candidate's research or scholarly work brings recognition to the NSHE;
        3. The letter must address clear evidence of the national or international stature of the candidate's research. This evidence should reflect recognized evaluation in the form of critically reviewed papers, presentations, books, monographs, and other forms of scholarly activity or recognition (e.g., invited presentations, awards, honors). A fuller listing of these should be provided in the candidate's curriculum vitae, which must be attached to the letter of nomination;
        4. In those disciplines where research grants and contracts are recognized as an important part of career achievement, there must be clear evidence provided in the letter of nomination that the candidate has been competitive for such grants at the national and/or international level; and
        5. The letter of nomination must address the candidate's continuous record of long-term research.
    ii. Curriculum vitae containing a listing of grants funded, presentations made at national and/or international research meetings, awards/honors, published articles, monographs, or books; and

iii. Supplementary materials as follows:
    1. No more than three examples (reprints or copies) of significant published works that the candidate feels are representative of his or her research accomplishments;
    2. No more than three reviews, adjudications, or testimonials conferred by persons who audited the original work; and
    3. No more than three letters of support from persons knowledgeable of the nominee's qualifications (candidates may resubmit letters of support dated within the past three years).

Nomination materials must be submitted to the Department of Academic and Student Affairs via electronic mail. The deadline for campus nominations to be received by the Chancellor's Office will be no later than October 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic and Student Affairs in the annual call for nominations.

B. Length of Service: Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award. In addition, candidates must have career/service of at least 5 years in research.
C. Composition of the NSHE Selection Committee. The Selection Committee must consist of the following members:
    i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
    ii. One Research Affairs Council member or their designee from each UNR, UNLV, and DRI; and
    iii. A representative from NSU.
D. Committee Review. The Committee shall utilize three reviewers selected from the pool of past Regents' Researcher Award recipients as part of its evaluation of nominees.
E. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
F. Award Amount: $5,000

IV. Regents' Rising Researcher Awards. These awards are given annually to up to three faculty members at each UNLV, UNR, NSU, and DRI. Awards are to be based on early-career accomplishments and potential for future advancement and recognition in research. Awards granted shall be referred to as the "Jason Geddes Rising Researcher Award" in commemoration of his service and dedication to higher education in Nevada. The selection process shall be managed on each campus through an institutional selection committee. Committee selections must adhere to the following eligibility criteria and nomination process:
    A. Eligibility. Nominees shall:
        i. Be in an assistant professor position at the time of nomination;
        ii. Have a strong beginning record of accomplishment during the time of employment with NSHE; and
        iii. Have a record of outstanding research accomplishment that is demonstrable through publications, patents and intellectual property, or grants and contracts.

B. Nominations. Notification is sent annually by the Chancellor's Office to the eligible institutions (UNLV, UNR, NSU, and DRI) to begin the nomination process initially in April with a follow up in early September. Each nomination submitted must contain the following information:
    i. Formal letter of nomination that demonstrates the nominees' accomplishments and promise;
    ii. NSHE nomination form; and
    iii. Other supplemental materials as determined by the institution.
    The deadline for recommendations from the Institutional Selection Committee to be received by the Chancellor's Office will be no later than December 15 of each year.
C. Composition of the Institutional Selection Committee. The Selection Committee shall be determined by each institution, but shall minimally be composed of the research vice president and senior research faculty with significant records of achievement.
D. Committee Review. The Committee may elect to utilize an external entity as part of its evaluation of nominees.
E. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
F. Award Amount. $2,000.

3. Regents' Teaching Award

The Nevada Regents' Teaching Award is given annually to faculty members with distinguished records of teaching. Four awards shall be granted annually: (1) Full-time faculty who are tenured or tenure track or who provide instruction as their primary assignment at UNLV, UNR, or NSU and DRI faculty who provide instruction as part of their regular assignment – are eligible for one award; (2) Full-time faculty who are not tenured or tenure track who provide instruction as part of their regular assignments at DRI or who provide instruction as their primary assignments at UNLV, UNR and NSU are eligible for one award; (3) Full-time faculty who are tenured or tenure track or who provide instruction as their primary assignment at CSN, GBC, TMCC, and WNC are eligible for one award; and (4) Full-time faculty at CSN, GBC, TMCC, and WNC who are not tenured or tenure track who provide instruction as their primary assignment are eligible for one award. Although these awards are intended for individuals, groups who by their collaboration have made outstanding instructional contributions may be recognized as well.

A. Nominations. Notification is sent annually by the Chancellor's Office to each NSHE campus to begin the nomination process initially in April with a follow up in early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs for each award. Each nomination must contain the following information only:
    i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
        1. The nomination letter must address how the candidate accomplished a significant record of excellence in teaching that brought recognition to his or her institution.
        2. The letter must provide clear evidence of the candidate's ability to communicate effectively with students, impart knowledge, and/or develop skills in a manner that excites students' interest in the subject matter as well as students' interest in furthering their educational aspirations.

3. The letter must provide clear evidence of the candidate's enthusiasm for assessing, revising, and updating instructional methods, materials and technologies; a willingness to attempt and revise innovative instructional activities through varied approaches, methods, materials, or technologies in an effort to create ongoing participatory/active learning in the classroom and move the state of instruction in a field to a new level or in new directions; and a recurring effort to create learning tasks (assignments, exercises, and/or exams) that encourage critical thinking/reasoning skills.
4. The letter must provide clear evidence of the candidate's eagerness to be accessible to all students and to provide students with accurate advisement and appropriate referrals to other campus departments or to other NSHE institutions.

ii. A complete curriculum vitae must be attached to the letter of nomination.

iii. Supplementary materials including:

1. No more than three recent self-evaluations and/or evaluations by the candidate's supervisor or dean.
2. A summary of student teaching evaluations for no more than three classes.
3. No more than three examples (reprints or copies) of significant works that the candidate feels are representative of his or her teaching accomplishments. Examples include, but are not limited to, course outlines/syllabi, samples of course handouts, exercises the candidate has developed, distance education materials, videotapes developed by the candidate, and samples of exams.
4. No more than three letters of support from persons knowledgeable of the nominee's qualifications.
5. Names and addresses of up to five persons, including students, whom the Selection Committee may contact regarding the candidate's effectiveness, achievements, or abilities as a teacher.

Nomination materials must be submitted to the Department of Academic and Student Affairs via electronic mail. The deadline for campus nominations to be received by the Chancellor's Office will be no later than October 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic and Student Affairs in the annual call for nominations.

B. Length of Service: Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.

C. Composition of the NSHE Selection Committee for the two university/state college/DRI awards:

i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
ii. One academic vice president or designee from each: UNLV, UNR, DRI, NSU;
iii. One NSHE faculty member appointed by Council of Senate Chairs; and
iv. One Student body president or designee from each: UNLV, UNR, DRI, NSU.

D. Composition of the NSHE Selection Committee for the two community college awards:

i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
ii. One academic vice president or designee from each: CSN, GBC, TMCC, WNC;
iii. One community college faculty member appointed by Council of Senate Chairs; and
iv. One student body president or designee from each: CSN, GBC, TMCC, WNC.

E. Committee Review. The Committee may elect to utilize an external entity as part of its evaluation of nominees.

F. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
G. Award Amount: $5,000

4. Regents' Academic Advisor Award

The Nevada Regents' Academic Advisor Award is given annually to faculty or staff members with distinguished records of student advisement. One award will be granted to a full-time community college member of the faculty, professional staff, or classified staff who provides undergraduate academic advisement as part of their regular assignment or who provides academic advisement as their primary assignment. Although this award is intended for an individual, a group who by their collaboration have made outstanding contributions in academic advisement may be recognized as well.

Two awards will be granted annually between the universities and state college, one for undergraduate advisement and one for graduate advisement. DRI full-time faculty or professional staff who provide academic advisement to graduate students at UNLV and UNR as part of their regular assignments or who provide academic advisement as their primary assignments are eligible for the graduate award. Although these awards are intended for individuals, groups who by their collaboration have made outstanding contributions in academic advisement may be recognized as well.

A. Nominations. Notification is sent annually by the Chancellor's Office to each NSHE campus to begin the nomination process initially in April with a follow up in early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:
    i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
        1. The nomination letter must address how the candidate accomplished a significant record of excellence in student advising that is worthy of recognition by the Board of Regents.
        2. The letter must address clear evidence of the following:
            a. Ability to communicate effectively with students;
            b. Effective advising;
            c. Advising material or tools that the candidate developed; and
            d. The candidate's advising philosophy.
    ii. Other supplemental materials as determined by the institution.
    Nomination materials must be submitted to the Department of Academic and Student Affairs via electronic mail. The deadline for campus nominations to be received by the Chancellor's Office will be no later than October 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic and Student Affairs in the annual call for nominations.
B. Length of Service. Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.
C. Composition of the NSHE Selection Committee for the university/state college/DRI award:
    i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
    ii. One academic affairs vice president or designee from each university, state college, and DRI;
    iii. One NSHE faculty member appointed by the Council of Senate Chairs; and

iv. One student body president or designee from each university, state college, and DRI.

D. Composition of the NSHE selection committee for the community college award:
   i. Vice Chancellor for Academic and Student Affairs or designee to act as non-voting chair;
   ii. One academic affairs vice president or designee from each community college;
   iii. One community college faculty member appointed by the Council of Senate Chairs; and
   iv. One student body president or designee from each community college.
E. Committee Review. The Committee may elect to utilize an external entity as part of its evaluation of nominees.
F. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
G. Award Amount: $5,000

5. Regents' Scholar Award

The Nevada Regents' Scholar Award is given annually to an undergraduate student from each university, state college, and community college and to a graduate student at each of the universities within the Nevada System of Higher Education. Awards granted shall be referred to as the "Sam Lieberman Regents' Award for Student Scholarship" in commemoration of his service and dedication to higher education in Nevada. The awards are given as follows:

- Community colleges – one student per institution.
- State college – one student per institution.
- Universities – one undergraduate and one graduate student per institution.

Awards are to be based upon distinguished academic accomplishments, leadership ability, and service contributions while a registered student, as well as for the recipient's potential for continued success. The selection process shall be managed on each campus through an institutional selection committee. In general, committee selections must adhere to the following eligibility criteria and nomination process:

A. Eligibility.
   i. Nominees must be currently enrolled in no fewer than nine undergraduate credits or six graduate credits in the semester in which they are nominated.
   ii. Community college nominees must have completed no fewer than 30 credit hours at the community college level by the time the award is granted.
   iii. State college nominees must have completed no fewer than 45 credit hours at the state college level by the time the award is granted.
   iv. University undergraduate student nominees must have completed a minimum of 62 total credit hours within NSHE institutions by the time the award is granted. University graduate student nominees must have been accepted to graduate standing by the time the award is granted.
   v. Leadership and service accomplishments must have occurred while the nominee is a registered NSHE student.
B. Nominations. Notification is sent annually by the Chancellor's Office to each NSHE campus to begin the nomination process initially in April with a follow up in early September. Each nomination must contain the following information only:
   i. Formal letter of nomination from an academic or administrative faculty member or a classified staff member that demonstrates the nominee's academic and leadership abilities;

ii. NSHE nomination form; and
iii. Other supplemental materials as determined by the institution.
The deadline for recommendations from the Institutional Selection Committee to be received by the Chancellor's Office will be no later than December 15 of each year.

C. Composition of the Institutional Selection Committee. The Selection Committee shall be determined by each institution, but should minimally be composed of faculty, student services administrative staff, and students.
D. Committee Review. The Committee may elect to utilize an external entity as part of its evaluation of nominees.
E. Final Approval. The results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.
F. Award Amount: $5,000.

6. Regents' Outstanding Classified Staff Award

A. The Board of Regents' Outstanding Classified Staff Award is given annually to staff members with distinguished classified service. One award will be granted annually to a full-time member of the classified staff who provides outstanding service in support of the institution and/or classified staff. An eligible employee may be nominated based upon, but not limited to, the following criteria:
i. Contribution to the achievement of their institutions mission and goals;
ii. Attitude towards fellow employees, students, and the public, as well as attitude towards work, including, availability, cooperation, courtesy, friendliness, helpfulness, and presence on the job;
iii. Service to fellow employees, students and the public;
iv. Work quality, including accuracy, completion, creativity, dependability, initiative, and timeliness;
v. Participation where involvement was beyond the scope of regular duties; and
vi. Interest in professional or self-development.

B. Nominations. Notification shall be sent annually by the NSHE Director of Human Resources to each NSHE institution. Each institution's President, in conjunction with the institution's Classified Council, may submit one nomination for consideration to the NSHE Director of Human Resources. The nomination may be drawn from the institution's employee of the year or other qualified candidates.
Each nomination must contain the following information only:
i. Formal Letter. A nomination may be from an NSHE employee or student and should address the following:
1. How the candidate accomplished a significant record of excellence in service that is worthy of recognition by the Board of Regents.
2. Clear evidence of the following:
a. Specific service to the institution, the campus community, and/or NSHE; and
b. Any other supplemental materials that support the nomination.
3. Nomination materials must be submitted to the NSHE Director of Human Resources via electronic mail no later than October 30 of each year.
ii. Length of Service. Candidates should have at least five years of cumulative service with NSHE by the date of nomination to be considered for the award. If an institution wishes to nominate a candidate that has fewer than five years of

cumulative service within NSHE, an additional letter of justification must be submitted.

iii. Review. The NSHE Classified Council will review the submitted nominations for eligibility requirements and to confirm required materials are included in nominee packets.

C. Composition of the Selection Committee. The Selection Committee for the Regents' Outstanding Classified Staff Award shall be composed of the following individuals:
   i. NSHE Director of Human Resources or designee to act as non-voting chair;
   ii. One institutional administrator or designee from each NSHE institution;
   iii. One NSHE Classified Council Executive Board member appointed by the NSHE Classified Council; and
   iv. One Classified Council Chair/President or designee from each NSHE institution.

   The Selection Committee may elect to utilize an external entity as part of its evaluation of nominees.

D. Final Approval. The recommendation of the final candidate by the Selection Committee shall be presented to the NSHE Classified Council for approval. Upon approval by the NSHE Classified Council, the results of the selection committee review shall be presented to the Academic, Research and Student Affairs Committee for recommendation to the full Board for final approval.

E. Award Amount. $3,000.

7. Summary of Accomplishments for Recommended Recipients

Each institution shall provide 2-3 paragraphs of text summarizing the accomplishments of its recommended recipient(s) for a Board of Regents' Scholar Award or a Nevada Regents' Award to the Chancellor's Office for submission with the recommendation to the Board of Regents for final approval.

8. Regents' Awards – Payment of Cash Stipends

A. The NSHE institution employing the recipient(s) of a Teaching Award, Researcher Award, Rising Researcher Award, Academic Advisor Award, Creative Activities Award, or Outstanding Classified Staff Award shall be responsible for the cost of the stipend for the recipient(s) and shall produce the award checks for the recipient(s).

B. The Scholar Award is funded 100 percent by System Administration (Regents' Account) and System Administration is responsible for producing the award checks. Each institution shall coordinate with System Administration to provide the information necessary to produce the check for its campus recipient.

(Added 1/15; A. 9/15, 3/16, 9/16, 9/18, 8/20, 1/21, 6/23, 7/23, 9/23, 3/24, 7/24, 6/25)