The Pennsylvania State University
College of Communications

Policy on Awards, Honoraria, and Other Tokens of Appreciation for Faculty, Staff, Students, Lecturers/Speakers and other campus visitors.

Purpose

To establish criteria for awards, honoraria, and other tokens of appreciation given to faculty, staff, students, lecturers, speakers and other campus visitors.

This policy does not address scholarships and other student awards processed through the University Financial Aid System. Also excluded from this policy are awards, honoraria, and other tokens of appreciation supported by endowed and restricted funds; commencement speakers; and other events sponsored by The Dean of the College of Communications, and hereafter identified as The Dean.

Exceptions

Any exception to this College Policy must be approved in advance, in writing, by The Dean. Justification must accompany the request. The Financial Officer will be notified of such approval.

Faculty and Staff Awards

Faculty – Deans’ Excellence Awards:

Purpose – To recognize faculty members for outstanding performance

Type of award - $1,000 cash award, along with an engraved plaque valued at less than $100

Criteria for eligibility and selection – annually to be determined by The Dean and Associate Dean(s)

Number of recipients – one each in Service, Integrated Scholarship, Teaching, Research and Creative Activity, and Faculty Associate, or in categories The Dean designates

Frequency of the award – annually

Determination of the type of award – to be determined by The Dean and Associate Dean(s)

Guidelines for presentation of the award – Faculty awards are announced and presented at the annual Faculty Awards Reception. Total budget for the reception will not exceed $2,000 and is organized by the Department Heads’ Assistant. A cash bar may be provided.

Staff – Deans’ Excellence Awards:

Purpose – To recognize staff for outstanding performance

Type of award - $1,000 cash award, along with an engraved memento valued at less than $100

Criteria for eligibility and selection - annually to be determined by The Dean and Associate Dean(s)
Number of recipients - number will be determined each year by The Dean and Associate Dean(s)

Frequency of the award - annually

Determination of the type of award - to be determined by The Dean and Associate Dean(s)

Guidelines for presentation of the award – Staff awards are announced and presented at the annual Staff Appreciation Luncheon. The total budget of the luncheon will not exceed $50/attendee and is organized by the Communications’ Human Resources Office, hereafter identified as Human Resources.

Other – promotional giveaways not to exceed $25/giveaway may be given to attendees at the Staff Appreciation Luncheon.

Twenty-Five Year Service Award and Retirements:

Recognition for twenty-five years of service and retirements should be combined with other College events such as the Fall Faculty Welcome Back Reception, the Faculty Awards Reception in the spring, or the Staff Appreciation Luncheon. If the timing is not conducive with those events, (combining multiple honorees if possible) a College-wide reception not to exceed $3,000 may be planned by a committee appointed by The Dean. If alcohol is served, a cash bar will be provided. The committee will take into consideration the wishes of the honoree.

For retirements included in this budget of $3,000 are funds less than $100 to provide a memento to the retiree. The committee may decide on a strictly voluntary basis to collect additional funds from College faculty members and staff to provide for a more expensive memento. If an employee has extensive University service beyond the College, The Dean may plan a larger event and commensurate budget.

Departures from the College:

The department/unit may recognize the individual within the department using departmental funds not to exceed $100. On a strictly voluntary basis, funds may be collected within the department to provide a memento.

Depending on the impact and length of service of the employee to the College, the Dean may call for a College-wide reception, establish a College funded budget and appoint a Committee to plan the event.

Life Events:

In the case of the hospitalized illness or other serious illness of a College of Communications faculty/staff member or his or her immediate family, Human Resources may arrange for a “get well” card to be sent from the College. In the event of the death of faculty/staff or his/her spouse Human Resources exclusively is authorized to send from the College funds ONE floral arrangement not to exceed $75. The employee’s supervisor is responsible for notifying Human Resources of these life events.

College funds are not permitted for other life events (such as birthdays, weddings, birth of a child) including Boss’s Day and Administrative Professional’s Day, which are considered personal events as outlined in University Policy (FN-10).

Student Awards

(Note: this policy does not address scholarships and other student awards processed through the University’s Financial Aid System)
Student Marshals:

**Purpose** – To recognize outstanding academic achievement by student(s) in each graduating class

**Type of award** – Engraved Nittany Lion Statue or similarly valued memento

**Criteria for eligibility and selection** – Students with the top five GPA’s from each major and one from the College are invited to submit resumes for Department Head review

**Number of recipients** – Spring semester a total of six (one for each major and one College-wide). Summer and Fall semester only one College-wide marshal is awarded.

**Frequency of the award** – each semester

**Determination of the type of award** – Department Heads determine department and College marshals from the group of selected students

**Guidelines for presentation of the award** – For Spring semester, during the processional, the College Marshal leads with the College banner and the major marshals lead each major with its banner. During the ceremonies the marshals are presented with the Nittany Lion Statues. For Fall and Summer semesters the College Marshal leads his or her graduating class. With the Nittany Lion Statue presented at the commencement reception for Fall and during a meeting, with The Dean for Summer.

Dean’s List:

**Purpose** – Recognize outstanding academic achievement for each semester

**Type of award** – Preprinted recognition card sent from the Office of the Dean

**Criteria for eligibility and selection** – full-time student with 3.5 GPA or higher for the semester

**Number of recipients** – all qualified

**Frequency of the award** – each semester

**Determination of the type of award** – Academic Services is responsible for identifying eligible students

**Guidelines for presentation of the award** – Cards are sent by the Academic Services Office within one week upon receiving the Dean’s List Report from the University Registrar Office.

Diversity Dean’s List Medals:

**Purpose** – Recognize outstanding academic achievement for each semester by students of color

**Type of award** – medallion, not to exceed $10/medal

**Criteria for eligibility and selection** – full-time student with 3.5 GPA or higher for the semester

**Number of recipients** – all qualified

**Frequency of the award** – each semester

**Determination of the type of award** – the Academic Services Office notifies the Multicultural Affairs Office of eligible students
Guidelines for presentation of the award – presented by the Assistant Dean for Multicultural Affairs

Kappa Tau Alpha (KTA) National College Honor Society Membership:

**Purpose** – To honor high-achieving students in Journalism and Advertising/Public Relations who have completed at least five semesters of work

**Type of award** – Each student receives a membership card, certificate, and pin. The top student(s) with the highest GPA also receives a plaque and medallion.

**Criteria for eligibility and selection** – Top 10% of the combined class of Journalism and Advertising/Public Relations majors

**Number of recipients** – all qualified

**Frequency of the award** – annually

**Determination of the type of award** – the Faculty Adviser to KTA identifies eligible students from a report provided by Academic Services

**Guidelines for presentation of the award** – All dues paying, qualifying students are honored at a reception each Spring semester. A budget of $1,000 has been established for this event and is organized by the Department Heads' Assistant.

**Visitor Recognition**

(Note: excluded from this policy are awards, honoraria, and other tokens of appreciation supported by endowed and restricted funds; commencement speakers; and other events sponsored by The Dean)

**Speaker/ Lecturer**

Guest lecturers, classroom speakers, visiting professional/alumni visits to classrooms, and other classroom or College visitors – The department may provide a maximum honorarium of $500 and reimburse for travel expenses based on University Policy. In lieu of a honorarium ONE token of appreciation gift valued at less than $75 may be presented.

**Alumni and Friends of the College Recognition**

Alumni Society Excellence in Teaching Award:

**Purpose** – To recognize those College of Communications faculty members who have demonstrated excellence in teaching, contributed significantly to the growth of students' learning, and gained an exemplary reputation among colleagues, students, and alumni.

**Type of award** – Engraved Nittany Lion Statue or similarly valued memento and an engraved name plaque added to the College of Communications Alumni Society Excellence in Teaching Award plaque hung in the Carnegie Building.

**Criteria for eligibility and selection** – Nominees will be judged on their ability to inspire students and improve the classroom environment, their breadth and depth of knowledge of their subject, and their dedication outside the classroom.

**Number of recipients** – one annually
Frequency of the award – annually

Determination of the type of award – Nominations may be submitted to the Alumni Board by undergraduate and graduate students, as well as student organizations. Previous recipients are not eligible.

Guidelines for presentation of the award – Presented at the Fall Alumni Board Awards Dinner. Total cost of the dinner will not exceed $50/person and is organized by Communications’ External Relations Office.

Alumni Society Outstanding Alumni Award:

Purpose – To recognize a graduate of the College who has demonstrated excellence in the field of communications, contributed significantly to his or her profession and gained an exemplary reputation among colleagues and students within the community.

Type of award – Engraved Nittany Lion Statue or similarly valued memento

Criteria for eligibility and selection – Penn State graduates from and/or affiliated with the College of Communications.

Number of recipients – one annually

Frequency of the award – annually

Determination of the type of award – Nominations are submitted to the Alumni Society Board by students, alumni, and External Relations staff and then selected by the Awards Committee of the Alumni Society Board.

Guidelines for presentation of the award – Presented at the Fall Alumni Board Awards Dinner.

Alumni Society Achievement Award:

Purpose – To recognize a College graduate or friend of the College whose significant contributions to the College and/or University, in terms of time and talent, have brought distinction to themselves, the College and the University.

Type of award – Engraved Nittany Lion Statue or similarly valued memento

Criteria for eligibility and selection – Penn State graduates from and/or affiliated with the College of Communications.

Number of recipients – one annually

Frequency of the award – annually

Determination of the type of award – Nominations are submitted to the Alumni Society Board by students, alumni, and External Relations staff and then selected by the Awards Committee of the Alumni Society Board.

Guidelines for presentation of the award – Presented at the Fall Alumni Board Awards Dinner.

Alumni Society Emerging Professional Award:

Purpose – To recognize a recent graduate of the College (10 years or fewer since graduation) for professional achievements and/or distinguished community service

Type of award – Engraved Nittany Lion Statue or similarly valued memento
Criteria for eligibility and selection – Penn State graduates from and/or affiliated with the College of Communications.

Number of recipients – one annually

Frequency of the award – annually

Determination of the type of award – Nominations are submitted to the Alumni Society Board by students, alumni, and External Relations staff and then selected by the Awards Committee of the Alumni Society Board.

Guidelines for presentation of the award – Presented at the Fall Alumni Board Awards Dinner.

Alumni Society Communications Contributor Award:

Purpose – To acknowledge the contributions and/or achievements of an individual(s) in the field of communications as they relate to the College, University and/or the Commonwealth.

Type of award – Engraved Nittany Lion Statue or similarly valued memento

Criteria for eligibility and selection – Individuals in the field of communications

Number of recipients – may vary, but typically one annually

Frequency of the award – annually

Determination of the type of award – Nominations are submitted by the Alumni Society Board members, Communications alumni and External Relations staff and then selected by the Awards Committee of the Alumni Society Board.

Guidelines for presentation of the award – Presented at the Fall Alumni Board Awards Dinner.

Development and Alumni Events:

Promotional giveaways not to exceed $25/person may be given to attendees at Development and Alumni Events.

Other:

In the case of the serious illness of an active alum or a “Friend of the College” or their spouses the Development/External Relations Office may send a “get well” card. In the event of the death of an active alum, or a “Friend of the College” or their spouses, the Development/External Relations Office exclusively may send from College funds ONE floral arrangement not to exceed $75.

At the discretion of the Director of Development the External Relations Office may recognize:

- Other life events of an active alum or a “Friend of the College” or their spouses with a greeting card or other token not to exceed $75.
- Stewardship, cultivation, host/hostess or other recognition gifts for donors or prospective donors with a token not to exceed $75.
Dean of the College of Communications

Date

11/4/13

Director of Human Resources

Date

11/5/13

Financial Officer

Date

11/5/13