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## ASUN Operating Procedure – 1005

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### Operating Procedure Synopsis

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**Title:** ACC Outstanding Faculty, Staff, and Alumni

**Approval Date/Revision Date(s):** 9/2017, 3/2021

**Review Date(s):** 3/2018, 3/2019, 3/2020, 3/2022

**Executive Cabinet Liaison:** Chancellor

**Responsible Manager:** Director of Human Resources and Vice Chancellor for Leadership and Community Engagement

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### A. Purpose and Scope

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This procedure outlines the process for selection and recognition of Arkansas Community Colleges (ACC) Outstanding Faculty, Outstanding Staff, and Outstanding Alumni. This operating procedure must align with eligibility requirements and submission deadlines as outlined by Arkansas Community Colleges. Individuals involved in fulfilling the requirements of this operating procedure include the Chancellor or his/her designee, Director of Human Resources, and Vice Chancellor for Leadership and Community Engagement.

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### B. Definitions

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N/A

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### C. Procedures

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Upon opening-up of awardee links by Arkansas Community Colleges, the Office of the Chancellor shall forward links to the parties listed below:

	RESPONSIBLE PARTY	PROCEDURE
<b>OUTSTANDING STAFF</b>	DIRECTOR OF HUMAN RESOURCES	<ul style="list-style-type: none"> <li>• SOLICIT NOMINATIONS FROM ASUN EMPLOYEES</li> <li>• FORM A 5-PERSON SELECTION COMMITTEE</li> <li>• PROVIDE COMMITTEE SUMMARY OF NOMINATIONS</li> <li>• SELECTION COMMITTEE VOTES USING SECRET BALLOT</li> </ul>

		<ul style="list-style-type: none"> <li>• IN THE EVENT OF A TIE, EXECUTIVE CABINET VOTES</li> <li>• THE FINALIST WILL BE REVIEWED BY THE DIRECTOR OF HUMAN RESOURCES TO ENSURE THE EMPLOYEE IS IN GOOD STANDING</li> <li>• IF FINALIST IS NOT IN GOOD STANDING, HE/SHE WILL BE DISQUALIFIED AND THE COMMITTEE'S SECOND CHOICE WILL BE THE COMMITTEE'S RECOMMENDATION</li> </ul>
<b>OUTSTANDING FACULTY</b>	DIRECTOR OF HUMAN RESOURCES	<ul style="list-style-type: none"> <li>• SOLICIT NOMINATIONS FROM ASUN EMPLOYEES AND STUDENTS</li> <li>• COMPILE NOMINATIONS AND DISTRIBUTE ELECTRONIC BALLOTS TO ASUN EMPLOYEES AND STUDENTS</li> <li>• IN THE EVENT OF A TIE, EXECUTIVE CABINET VOTES</li> <li>• THE FINALIST WILL BE REVIEWED BY THE DIRECTOR OF HUMAN RESOURCES TO ENSURE THE EMPLOYEE IS IN GOOD STANDING</li> <li>• IF FINALIST IS NOT IN GOOD STANDING, HE/SHE WILL BE DISQUALIFIED AND THE COMMITTEE'S SECOND CHOICE WILL BE THE COMMITTEE'S RECOMMENDATION</li> </ul>
<b>OUTSTANDING ALUM</b>	VICE CHANCELLOR FOR LEADERSHIP AND COMMUNITY ENGAGEMENT	<ul style="list-style-type: none"> <li>• SOLICIT NOMINATIONS FROM ASUN EMPLOYEES</li> <li>• PROVIDE EXECUTIVE CABINET SUMMARY OF NOMINATIONS</li> <li>• EXECUTIVE CABINET SELECTS OUTSTANDING ALUMNI</li> <li>• IN THE EVENT OF A TIE, DIRECTOR OF HUMAN RESOURCES VOTES</li> </ul>

The Chancellor will take finalist recommendations to the Executive Cabinet for review.

The Office of the Chancellor is responsible for submitting awardee information to ACC by the submission deadline provided by ACC.

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**D. Related Information**

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All awardees will receive an expenses-paid trip to the ACC annual conference at which they will be recognized. Each Outstanding Staff and Outstanding Faculty receives a \$500 stipend.