Distinguished College Administrator Award

The Distinguished College Administrator Awards will be awarded to college vice presidents, deans, or directors serving at a postsecondary institution with an active Phi Theta Kappa chapter. Nominees should have served in their position for at least three years as of December 7, 2016, and demonstrated during their tenure a strong level of support for the Society. Awards will be presented at the Annual Convention to recipients who choose to attend, but may also be sent directly to the advisor of the nominating chapter for presentation during an appropriate occasion. Up to 25 Distinguished College Administrator Awards may be presented each year. A college administrator may receive this award only once. Each chapter may submit one nominee for the Distinguished College Administrator Award. College presidents, campus CEOs and state community college directors are not eligible for this award. Active Phi Theta Kappa advisors are not eligible and should be nominated for an advisor award.

Nominees are strongly encouraged to attend Phi Theta Kappa’s annual convention in Nashville, TN, April 6-8, 2017. Award recipients will be notified by February 28, 2017, and will receive one complimentary Convention registration. All other travel arrangements and expenses are the responsibility of the award recipient.

DEADLINE:
Wednesday, December 7, 2016 at 5:00 pm Central Time

Nominee Information:
Name (Salutation, First, Last)
Title
College
Address
Email
Phone
Start date as College Administrator at this Institution (month/year)
Phi Theta Kappa Region
Photo (optional: professional photograph of nominee; 3”x5” and 300 DPI; 10 MB max file size; JPG, GIF, PNG, TIFF, BMP file types accepted; used for PR purposes only if nominee is selected)
College Public Relations, Media Affairs or Public Information Office (Name, Email, and Phone)

Word Count Limit: 400 words per question

Ask the nominee the following question and then summarize their response below: What are the five most important ways you have supported Phi Theta Kappa?

Provide up to three specific examples of how the nominee encourages student success.

How does the nominee create opportunities for student empowerment?

Provide up to three specific examples of how the nominee provides direction for chapter development and participation in projects benefiting the college and community.
Mark all items reflecting the level of support provided by the nominee.

**Recommends or Approves Funding for Travel and Phi Theta Kappa Programs**
- Advisor Travel to Regional Meetings
- Advisor Travel to Advisor Institute for Student Success
- Advisor Travel to Convention
- Advisor Travel to International Honors Institute
- Member Travel to Regional Meetings
- Member Travel to Convention
- Member Travel to International Honors Institute
- Faculty/Staff Certification Seminar in Phi Theta Kappa’s Leadership Development Studies Program
- Chapter Funding beyond travel/program expenses
- None of the above

**Advocates for or Secures Resources for:**
- Office space and equipment for chapter
- Administrative support for chapter advisor (work study, secretary)
- Release time for chapter advisor(s)
- Stipend for chapter advisor(s)
- Advisors to apply for Marshall and Mosal Awards and Faculty Scholar
- None of the above

**Member Recognition at Commencement**
- Members allowed to wear Phi Theta Kappa stoles and tassels
- College purchases Phi Theta Kappa stoles for members to wear during commencement
- Members serve as ushers during commencement
- Membership recognized in the printed program
- Members recognized during the ceremony
- None of the above

**Chapter/College Relations**
- Ensures college participates in Headquarters electronic Membership Recruitment Campaign
- Ensures Phi Theta Kappa membership notation is placed on students’ transcripts
- Secures funds for students who cannot afford to pay new membership fees
- Asks faculty and staff to recognize students in the classroom who are eligible for membership
- Presents to faculty and staff information on Phi Theta Kappa’s programs, benefits, and scholarships
- Ensures Phi Theta Kappa is prominently displayed on college’s website
- None of the above

**Facilitates the Chapter Making Presentations**
- To the Board of Trustees
- To groups visiting campus
- At faculty meetings
- At local civic clubs
- At local high schools
- None of the above
Chapter Development
Helped charter the chapter at the current college
Encourages college president to sign letters of invitation to eligible students
Speaks at Orientation for eligible students
Speaks at Induction Ceremony
Ensures college president meets with chapter officers to set yearly goals and discuss College Project
Ensures chapter participates in Five Star Chapter Plan
Encourages members to submit writings for publication in Nota Bene honors anthology
Ensures chapter submits award applications in the Hallmark Awards Program
Attends chapter meetings
None of the above

Scholarships
Encourages submission of applications for All-USA Academic Team, Hites, Guistwhite, and GEICO
Transfer scholarships
Helped establish a scholarship program for chapter officers at the community college
Encourages submission of applications for Coca-Cola’s Leaders of Promise Scholarship, Oberndorf Lifeline to Completion Scholarship, and Resurreccion Public Safety Scholarship
Shares information with faculty and staff about Phi Theta Kappa’s scholarship programs
Assists in securing funding to participate in the All-State Community College Academic Team Ceremony
Helped establish All-State Community College Academic Team
Assists in coordination of All-State Community College Academic Team Ceremony
Attends All-State Community College Academic Team Ceremony
Assisting in providing local recognition for All-State or All-USA Community College Academic Team members
Encourages submission of nominees for Jack Kent Cooke Scholarship Program
Encourages submission of nominees for Coca-Cola Leaders of Promise Scholarship Program
Has helped to secure Phi Theta Kappa Transfer Scholarships at senior colleges
Assisted in designating scholarships for Phi Theta Kappa members while at the community college
None of the above

Phi Theta Kappa Programming
Met with chapter members to discuss and support participation in:
Honors Study Topic/Honors in Action
Five Star Chapter Plan
Five Star Competitive Edge
C4-Community College Completion Corps
CollegeFish.org
Hallmark Awards
Has attended a Leadership Development Studies Program certification seminar
Arranged for speakers at chapter events
Provides local recognition for International and Regional Awards received by the chapter and/or members
None of the above
Regional and International Society Support
Works with colleagues to activate dormant chapters
Attended a Phi Theta Kappa Regional Meeting
Presented at a Phi Theta Kappa Regional Meeting
Supported the chapter in hosting a Phi Theta Kappa Regional Meeting
Attended Convention
Presented at Convention
Attended International Honors Institute
Supported a member’s candidacy for Regional or International office
None of the above