

Outstanding Alumni Academies Policy

Departmental Outstanding Alumni Academies are intended to honor successful graduates of the department and to strengthen or reestablish relationships with alumni. (Current faculty are not eligible.) Departments are not required to establish alumni academies.

A committee of faculty should be established to select members based on success in their careers, broadly defined. Selection should be based on the following criteria:

- Current faculty are not eligible.
- Must be a graduate of the department.
- Older alums should be given preference.
- Must accomplish and/or exhibit leadership in career or public service.
- Must be willing to attend induction ceremony/dinner/reception.
- If they cannot attend, induction is delayed until the following year.
- No more than three plaques per dept. to be funded, per year, by the Provost. However, departments may choose to select more than three per year. Departments may also choose to select and purchase other awards with their own funds.

Recommended Procedures:

- Inductees should be invited to meet with current students and faculty (classes are optional).
- Candidates may be nominated by faculty, the chair, other administrators, or alumni. Academy members should also be solicited for nominations.
- No mention of possible financial contributions should be made.
- Alumni Relations should be involved in developing alumni lists from which nominees are chosen.
- The induction ceremony/dinner/reception should be attended by the inductees and their families, the President or Provost, the Dean, the Chair, and selected faculty, if available.
- Cost of the event is the responsibility of the department or college. Inductees must cover their own travel and lodging expenses.
- A display should be developed, for example, a wall with pictures of inductees, in proximity to the departmental office. (University Relations can provide names of photographers if you wish to have one present.)
- A plaque and certificate should be presented to inductees. The chair should make the presentation, with suitable remarks describing the inductee's accomplishments.
- The college Marketing and Communication Directors/Coordinators will select a new plaque not to exceed the cost of the current plaque once engraving and personalization is completed (\$113 per plaque).

- The college Marketing and Communication Directors/Coordinators will select a new design for the Outstanding Alumni Academy Certificates.
- The plaques and certificates will be uniform across colleges and departments, with the exception of approved college logos.
- The plaques and certificates will follow and conform to the WMU Visual Identity Program and Policy Standards as regards to all logos, fonts, and colors.
- University Relations will approve the final designs of the templates used for plaques and certificates.
- The Office of the Provost and Vice President for Academic Affairs will reimburse colleges for the cost of three plaques (up to \$113 per plaque) and for certificates distributed with award covers (up to \$17 per certificate with award cover). Receipts must be submitted to verify the requested reimbursement.

Policy revisions March, 2003; July, 2014.