

INSTITUTIONAL AWARDS, RECOGNITIONS, AND GIFTS

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A. Awards, Recognitions, and Gifts from the College

1. Awards Day and Commencement Awards

Each April, NHTI holds its annual Awards Day, at which departmental, organizational, and institutional awards are made to outstanding students, staff, and faculty. Departments, clubs, or organizations wishing to present awards at this ceremony should contact the Student Affairs Office. Faculty and staff are strongly encouraged to attend the Awards Day ceremony.

Certain special awards to students, faculty, and staff are presented at the Commencement ceremony in May, including awards for academic and teaching excellence.

2. Honorary Degrees

The honorary degree is the highest award the college can bestow. Nominations of individuals to be awarded an honorary degree may be made by any member of the campus community to the Institute Leadership Team for consideration. The awarding of an honorary degree must be approved by the Board of Trustees. Please consult the Board of Trustees Policy Manual for further details.

3. Naming/Dedication of Buildings, Rooms, and Other Campus Facilities

Campus buildings, rooms, or other facilities may be named for or dedicated to specific individuals or other entities upon recommendation by the Institute Leadership Team and the Institute Advisory Board for final approval by the Commissioner and the Board of Trustees. Proposals for such dedications should be submitted to the Institute Leadership Team for consideration. Please consult the Board of Trustees Policy Manual for further details.

B. Awards, Recognitions, and Gifts to the College

1. Monetary Donations

All monetary donations to the college must be coordinated with the Chief Financial Officer and the Director of Institutional & Alumni Development and approved by the President.

2. Donations of Non-Monetary Resources

Donations of non-monetary resources, such as equipment, may be accepted using the procedure outlined in the Board of Trustees Policy Manual. Employees should be aware that the acceptance of donations requires the approval of the President and the Board of Trustees, unless the donation is worth less than \$50,000, in which case the acceptance of the donation requires the approval of the President and the Chancellor. In addition, donated

equipment, upon acceptance, must be identified as NHTI property with an inventory control sticker available from the Business Office.

3. Special Recognitions and Awards to Employees or College Departments

Any employees or college departments who receive special recognitions for services related to their professional activities should notify the Public Information Officer, who may wish to share the information with a broader audience.

4. Grant Awards

Employees should notify the Academic Affairs Office before applying for any grant monies to facilitate the application for the grant (including completion of required System Office forms) and to ensure that the obligations of the grant can be met. Grant proposals must be approved by the Institute Leadership Team, and the System Office's grant proposal form must be completed prior to submission. The Board of Trustees are authorized and required to accept grant monies on behalf of the colleges in the System. Once a grant is accepted, the employees involved in the grant activities must work with their supervisors, the Chief Financial Officer, and the Academic Affairs Office to ensure proper administration of the grant.