



**University Advancement Committee
Tuesday, March 14, 2023
12:00 pm
Chancellor's Boardroom, Mossman Building**

Discussion Item

UAC – 2 Updated Guidelines for Distinguished Service Awards

2.1 – Guidelines for Distinguished Service Awards

Background Information

Ms. Meagan Jones, Senior Director of Philanthropic Engagement, will discuss the updated “Guidelines for Distinguished Service Awards,” including selection process, nominee vetting, and award timeline.

A handwritten signature in blue ink that reads 'Beth Fischer'. The signature is written in a cursive style with a horizontal line underneath it.

Beth Fischer
Vice Chancellor, University Advancement

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1. Purpose.

UNC Greensboro is built on a tradition of service. Not only is “Service” the University’s motto, it is a way of life. In honor of UNC Greensboro’s unwavering commitment to service, the UNCG Board of Trustees annually confers upon deserving North Carolinians the Distinguished Service Awards, the University’s highest honors in recognition of exemplary public service and civic engagement.

This guidance sets forth the criteria and procedures for nominating candidates for the following awards presented by UNC Greensboro:

- Charles Duncan McIver Award (see Appendix I)
- Holderness/Weaver Award (see Appendix II)

2. Authority.

Authority to grant the awards and select the recipients of the awards shall rest solely with the University Board of Trustees.

The Vice Chancellor for University Advancement will manage the Distinguished Service Awards nomination and selection process, and will execute the Distinguished Service Awards event.

3. Presentation of Awards.

The awards will be presented at a Distinguished Service Awards event, in the spring (between March and June). In some cases, the event may need to be held in the fall (August and November).

4. Eligibility Criteria.

Specific criteria for the nominees for each award are found in the respective appendices:

- Charles Duncan McIver Award (see Appendix I)
- Holderness/Weaver Award (see Appendix II)

Additionally, the following restrictions apply to all nominees:

- a. A nominee cannot have been a University student within the past five (5) years;
- b. A nominee cannot have been a University employee within the past five (5) years;
- c. A nominee cannot be a current member of the University Board of Trustees, or have been a member of the Board of Trustees within the past three (3) years;
- d. A nominee cannot currently hold public office nor be a candidate for public office; and
- e. A nominee cannot be receiving any monetary compensation from the University or its affiliates during the nomination process.

These criteria for the selection of nominees may be waived by a majority vote of the University Board of Trustees where extenuating circumstances exist.

The Vice Chancellor for University Advancement will provide certification of eligibility requirements for each nominee (see Section 6).

5. Call for nominations

The Vice Chancellor will issue a public call for nominations to the following University leadership groups:

Board of Trustees
Foundation Board
Campaign Cabinet
Campaign Steering
Deans
Chancellor's Council
Board of Visitors
Advisory Boards

A discussion will take place during the University Advancement Committee meeting to encourage Committee members to share with their networks and other Trustees the importance of strong candidates for these two awards, and to discuss other potential avenues for sharing the call for nominations.

The Vice Chancellor will also communicate with key leadership and volunteer groups throughout the call for nominations encouraging submission of candidates.

There is a web page dedicated to the Distinguished Service Awards.
<https://publicserviceawards.uncg.edu/>

6. Nominations.

Any person may submit nominations.

Nominations must be submitted in the format supplied by the Office of University Advancement.

The nomination submitted to the Office of University Advancement must include the following:

Nomination Form

The Nomination Form may be obtained through the Distinguished Service Award's website.

<https://docs.google.com/forms/d/e/1FAIpQLSe-6SkUG6xnICPqpsAjVPuntRRPaFfGjOZ5RrrVC-3GuTP2YA/viewform?usp=sharing>

The nomination may also include the following documentation:

Letters of Reference

Any organization, public or private, or any individual, describing the valuable achievements made by the nominee, and stating the reason why the nominee is worthy of the award may write a reference letter.

Supporting Documentation

In addition to the documentation required for the nomination, supporting documentation may also be submitted. Supporting documentation is any type of material the nominating person or organization may wish to submit to validate and highlight the nomination.

Completed nomination forms may be submitted online through the University's website.

7. Certification.

Upon receipt of the nominations, the Vice Chancellor for University Advancement will review each nomination for compliance with the requirements set forth in these Guidelines.

Upon review, the Vice Chancellor for University Advancement will certify each nomination complies with the requirements of Sections 4 and 5 of these Guidelines. The Vice Chancellor's review and certification of each nomination will not include any evaluation of the respective merits of the individual nominations nor will it include any recommendations of nominees.

Incomplete nominations will not be certified by the Vice Chancellor for University Advancement.

8. Awards Committee.

The Vice Chancellor for University Advancement will convene the Awards Committee to review Distinguished Service Awards nominations.

The Awards Committee will consist of the following persons:

- a. Vice Chair of the Board of Trustees (will serve as the Chair of the Awards Committee);
- b. Chair of the Advancement Committee for the Board of Trustees;
- c. Member of the Board of Trustees (designated by the Chancellor);

Should any member above be unable or unwilling to serve, the Chair of the Board of Trustees will designate a replacement.

- d. Vice Chancellor for University Advancement (non-voting ex-officio)

The Awards Committee will review the nominees on the basis of the nomination documentation, and will be provided with a rubric to help in evaluating the candidates.

The Awards Committee is not required to recommend a candidate for an award if they do not feel the pool of candidates has any viable applicants.

The Awards Committee also has the authority to move candidates between categories if they feel that the applicant more closely aligns with the other award.

Upon a majority vote of the Awards Committee, the Committee recommends to the Board of Trustees, a candidate for each award.

Upon recommendation of the candidates, University Advancement will perform a background check on the selected candidate(s).

At completion of the background check, the Vice Chancellor for Advancement will bring the recommendations of the candidates to the Chancellor for final approval before they are presented to the Board of Trustees for a vote.

9. Selection

Following the recommendations by the Awards Committee, passing of a background check, and approval from the Chancellor, the candidates are submitted to the University Board of Trustees for final consideration. Awards are conferred by a majority vote of the Board of Trustees.

Nominations are valid for one year. If the Awards Committee wishes to reconsider a nominee after the first year of nomination, the Awards Committee will notify the Vice Chancellor for University Advancement so that the nominee's continued compliance with the eligibility criteria can be recertified the following nominations cycle.

All information received and all discussions and advice related to nominations for the awards will be considered confidential.

Nominators will receive communication from the Vice Chancellor of Advancement letting them know if their nominee was selected.

Award recipients will be notified of their award by a designated member of the Advancement Committee or by the Vice Chancellor of University Advancement.

10. Timeline

Below is an example of a timeline for the Distinguished Service Awards process. Dates shared are recommended but not required.

August:

The Office of University Advancement will issue a public call for nominations. The methods by which the call for nominations is issued will be at the discretion of the Vice Chancellor for University Advancement.

Around Labor Day:

The Office of University Advancement will remind the public about the call for nominations.

September 30:

Nominations will be accepted at any time, but nominations must be received in the Office of University Advancement by September 30 of any calendar year to be considered for presentation

in the Spring of the following calendar year. Any nominations not received by September 30 will automatically be considered in the next awards cycle.

October:

The Vice Chancellor for University Advancement shares nominations with the Awards Committee.

November:

The Vice Chancellor for University Advancement convenes the Awards Committee in a meeting where the candidates are discussed and recommendations are made.

December:

The Awards Committee shares its recommendations to the Board of Trustees for consideration by the Board of Trustees at a time no later than the last quarterly meeting of the calendar year.

End of Calendar Year:

No later than the end of the calendar year, the designated committee member or Vice Chancellor for Advancement notifies the awards recipients.

March-June:

Awards are presented at the Distinguished Service Awards event in the spring.

Charles Duncan McIver Award

Purpose:

Established in 1983, the Charles Duncan McIver Award recognizes North Carolinians who have rendered unusually distinguished public service to the state or beyond. The award, in the form of a medal bearing the likeness of Charles Duncan McIver, will be known as the “McIver Medal” in honor of the University’s founder.

Background:

Charles Duncan McIver founded the State Normal and Industrial School for Girls in 1891, now known as the University of North Carolina at Greensboro. He served as the University’s first president. After graduating from the University of North Carolina at Chapel Hill, he became a teacher and a crusader for higher education for women. In an era when the doors to colleges and universities were closed to women, he soon became one of the leading advocates for educational reform. He promoted the cause of education throughout not just the state, but also the entire region, and brought about an increased respect for the teaching profession.

In addition to his duties at the college, McIver held offices in many professional organizations. He was president of the Southern Education Association and of the Normal School Department of the National Education Association. He served as secretary and district director of the Southern Education Board. Later he was chosen to be a member of the Board of Trustees for the University of North Carolina. McIver was also considered as a candidate for governor of North Carolina and for president of the University of North Carolina. However, he refused to allow his name to be submitted for either nomination, choosing instead to remain at his post in Greensboro.

McIver passed away in 1906 while riding a campaign train with William Jennings Bryan. Upon his death, children in schools across the state donated pennies to erect a statue of him on the capitol grounds. He is the only person honored in North Carolina’s Capitol Square who was not a political or military leader. A replica statue is also on the campus of UNC Greensboro.

Guidelines:

- a. Nomination form must be complete, and may contain letter(s) of recommendations and supplemental materials.

- b. No more than one McIver Medal is presented in a single year, unless the award is presented jointly to a couple.
- c. Presentation of the award is not required in any given year.

Additionally, the following restrictions apply to nominees:

- f. A nominee cannot have been a University student within the past five (5) years;
- g. A nominee cannot have been a University employee within the past five (5) years;
- h. A nominee cannot be a current member of the University Board of Trustees, or have been a member of the Board of Trustees within the past three (3) years;
- i. A nominee cannot currently hold public office nor be a candidate for public office; and
- j. A nominee cannot be receiving any monetary compensation from the University or its affiliates during the nomination process.

Holderness/Weaver Award

Purpose:

The Adelaide F. Holderness/ H. Michael Weaver Award recognizes North Carolinians who have rendered distinguished public service to Greensboro or the Triad.

Background:

This award was created to honor two friends of the University by recognizing others who follow in their footsteps and continue to demonstrate the University's high value on civic engagement.

Adelaide Fortune Holderness graduated from the then Woman's College in 1934. For Adelaide, a passion for education was a tradition. She was chosen as president of the Alumni Association in 1962 and continued to serve on the Association's board for the next twenty-seven years. She was elected as the first female member of the University of North Carolina Board of Governors in 1972. She served on numerous university and community boards including this University's Board of Trustees, the Excellence Foundation Board of Directors, and the Board of Directors for the Weatherspoon Art Museum. In 1967 she received the Alumni Distinguished Service Award and the UNCG Centennial award in 1973. The University again honored her in 1975 with a Doctor of Laws. She passed away in 2014.

H. Michael "Mike" Weaver was born and raised in Greensboro, North Carolina. He earned a bachelor's degree from the University of North Carolina at Chapel Hill and went on to graduate from the university's law school. In 1961 Weaver returned to Greensboro to work for his family's realty business. During the 1960s Weaver served on the Greensboro Chamber of Commerce and for a year as the head of the housing committee of the Human Relations Commission. In 1967 he and his father, W. Herman Weaver, founded the Weaver Foundation. Weaver formally retired in 1999 but continues his work with the Foundation. Among his numerous charitable, civic and professional affiliations, he has served as Chairman of the Board of Trustees of the University of North Carolina at Greensboro. He is a resident of Greensboro and continues as a loyal supporter of this University.

Guidelines:

- a. Nomination form must be complete, and may contain letter(s) of recommendations and

- supplemental materials.
- b. No more than one Holderness/Weaver Award is presented in a single year, unless the award is presented jointly to a couple.
 - c. Presentation of the award is not required in any given year.

Additionally, the following restrictions apply to nominees:

- k. A nominee cannot have been a University student within the past five (5) years;
- l. A nominee cannot have been a University employee within the past five (5) years;
- m. A nominee cannot be a current member of the University Board of Trustees, or have been a member of the Board of Trustees within the past three (3) years;
- n. A nominee cannot currently hold public office nor be a candidate for public office; and
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