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## **ASUB Standard Operating Procedure – 4101**

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### **Standard Operating Procedure Synopsis**

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Title: **OUTSTANDING ALUMNI NOMINATION**

Approval Date: January 22, 2021

Revision Date, if applicable:

Review Date(s): July 22, 2021; June 22, 2022; June 28, 2023

Annual Review Month: June

Responsible Officer (RO): Vice Chancellor for Institutional Advancement

Standard Operating Procedures Manager (PM): Development Officer

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### **A. Purpose and Scope**

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Arkansas State University-Beebe Outstanding Alumni Award recognizes graduates who have reached exceptional levels of professional achievement.

The purpose is to recognize the educational and career achievements of ASU-Beebe alumni, their success as leaders in the professional field, and the impact they have had and will continue to have on society and their profession. The award recipients are considered outstanding role models for current students.

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### **B. Definitions**

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*Outstanding Alumni*- a graduate of ASU-Beebe who has achieved significant recognition or accomplishments in their chosen field, community service or service to ASU-Beebe.

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### **C. Procedures**

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#### **Application Process**

The application process is simple and open to all graduates.

1. Ideal candidate must:
  - a. Be a graduate of ASU-Beebe
  - b. Have achieved significant recognition or accomplishment in their chosen field, community service or service to ASU-Beebe
2. Exclusions from eligibility are members of the current ASU-Beebe faculty and staff.
3. Nominations are collected during the spring semester of each year. The nomination deadline will be the second Friday of April.

## **Nominations**

When submitting a nomination for the ASU-Beebe Outstanding Alumni Award, please submit the following information:

- An official nomination form is located at: [www.giveASUB.com/outstandingalumni](http://www.giveASUB.com/outstandingalumni). The form can be printed or submitted online.
- A candidate overview or letter, which establishes the nominee's credentials
- Documentation which supports your nomination. Examples include but are not limited to: candidate's CV/resume, letters of support, work samples, company news releases, etc.

Submit nomination materials to:

Mailing address:

ASU-Beebe-Office of Advancement  
Attn: Development Officer/Major Gifts  
P.O. Box 1000  
Beebe, AR 72012

Or

Email to: [alumni@asub.edu](mailto:alumni@asub.edu)

## **Screening/Selection**

- Eligible nominations are reviewed by the ASU-Beebe Outstanding Alumni Committee. Award selections will be made by early June.
- Nominees not selected will be held over for reconsideration for additional years. If necessary, rollover nominations must be modified to fit within current guidelines/award criteria

## **Notification**

Immediately upon selection, award recipients and nominator(s) will be notified. The recipient name will be made public after the individual award recipient has agreed to accept the award.

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**D. Related Information**

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Outstanding Alumni Nomination form link:

<https://www.asub.edu/institutional-advancement/alumni/outstanding-alumni.aspx>

[ASU-Beebe Outstanding Alumni Nomination Form](#)