



ASUB Standard Operating Procedure – 4101

Standard Operating Procedure Synopsis

Title: **OUTSTANDING ALUMNI NOMINATION**

Approval Date: January 22, 2021

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Annual Review Month: June

Responsible Officer (RO): Vice Chancellor for Institutional Advancement

Standard Operating Procedures Manager (PM): Alumni Relations & Special Events Coordinator

A. Purpose and Scope

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.

B. Definitions

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.

C. Procedures

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. 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 Institutional Advancement
Attn: Alumni Relations & Special Events Coordinator
P.O. Box 1000
Beebe, AR 72012

Or

Email to: alumni@asub.edu

Screening/Selection

- Eligible nominations are reviewed by the ASU-Beebe Alumni Association Board. Award selections will be made by early May.
- Nominees not selected will be renominated for subsequent years.

Notification

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

D. Related Information

Outstanding alumni nomination form link:

<https://www.giveasub.com/outstandingalumninominationform>

Alumni contact information update link:

<https://www.asub.edu/alumni-update-form/>