

July 1, 2009

MEMORANDUM

TO: 2009-10 O. Max Gardner Award Committee

FROM: James H. Woodward  
Chancellor

SUBJECT: Appointment to University Standing Committee on O. Max Gardner Award

You have been recommended by the Committee on Committees to serve as a member of the University Standing Committee on O. Max Gardner Award. Your willingness to accept this responsibility is very much appreciated.

The objectives of this committee are:

1. Recommend to the Chancellor from one to three faculty members as nominees for the O. Max Gardner Award.

In accordance with the O. Max Gardner will, it is understood that the award will be made to that member of the faculties of the University of North Carolina (including all sixteen institutions) who in the opinion of the Board of Governors' Committee, "...during the current scholastic year, has made the greatest contribution to the welfare of the human race." Also it is understood that "...the term faculty shall embrace all persons, including instructors, engaged in teaching in any unit, institution, or branch of service of the consolidated University of North Carolina."

2. In the process of developing the nomination, the committee must first canvass the North Carolina State University faculty for suggestions as to potential nominees and for supporting information. On the basis of these suggestions and other information, the committee will select its nominee(s), who should be full-time members of the present faculty, and prepare a report including: biographical data, other relevant descriptive information, and a summary of the reasons for its nominations. The report will be submitted to the Chancellor on or before December 15 of the current academic year.

3. For record purposes: (a) all balloting in the committee will be destroyed; (b) duplicated material on the faculty nominees, including the successful ones, will be returned to the files of the appropriate department heads or deans, whichever is

applicable; (c) material in the Chancellor's Office concerning nominees recommended will be sent to the University Archives at the end of the year.

The committee is reminded of the importance of following provision of General Faculty Bylaws, Article VII, Section 4, [http://ncsu.edu/faculty\\_senate/general-faculty/GF-Bylaws.php](http://ncsu.edu/faculty_senate/general-faculty/GF-Bylaws.php) which requires that "All University standing and ad hoc committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be accessible from the committee's University Standing Committee web site no later than May 28, 2010. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion. It has generally been understood to include any formal committee minutes where these are regularly posted on the committee's web site and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members and forward that name to Vicki Walton no later than February 1. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at <http://www.provost.ncsu.edu/governance/standing-committees>. Please contact Terri Lomax for assistance in using the web site and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC General Administration interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at <http://www.provost.ncsu.edu/governance/openmeet/index.php>.

Again, your willingness to serve on this committee is appreciated.