

**St. Mary's College of Maryland Imprimatur Awards Policy**  
*(Approved by the Board of Trustees February 3, 2018)*

The purpose of this policy is to ensure that all intended recipients of College awards are appropriately and thoroughly vetted for consistency with the College's stated mission, vision, and values to protect the College's reputation and brand.

**I. Definitions and Scope**

The policy herein applies to College awards to external individuals or organizations recognizing outstanding achievement or service. The policy applies to any College award originating from a recognized faculty, staff, or student organization (e.g., departments, programs, student organizations). The policy explicitly excludes awards given to current faculty, staff, and students of the College. The policy also excludes College awards originating from the President or the Board of Trustees.

College awards can only be bestowed by the President and/or the St. Mary's College Board of Trustees.

**II. Procedures**

Recognized College organizations may nominate an award recipient according to each award's description. Award descriptions and details are available from the Office of the Vice President for Institutional Advancement.

Nominations must be submitted and approved via the attached Award Approval Form for External Nominees. The completed form must be submitted for approval at least 45 days prior to the intended presentation of the award. No information concerning the proposed recipient can be released nor can the proposed recipient be contacted about the award until all required approvals are obtained.

Nominations originating from faculty or staff organizations must be submitted to the Provost for review and approval. Nominations originating from student organizations must be submitted to the Vice President for Student Affairs. The name of the approved nominee and supporting documentation will be forwarded to the President who will in turn forward the materials to the Board for final approval when required.

In the event that a nominee is not approved, the Provost or Vice President for Student Affairs will notify the organization of the reason(s). The organization can request and shall receive an audience with the President to discuss the decision. The President has final authority on approval in such cases.

**III. Established Awards**

The following list represents all current (as of Fall 2017) approved College awards.

**ST. MARY'S COLLEGE OF MARYLAND**  
**College Awards**

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**Board Approval**

**HONORARY DEGREES**

**Sponsors:** St. Mary's College

**Award Criteria:** Honorary degrees recognize the distinguished contributions of individuals to a specific field or society in general. The degree is typically a doctorate for which the institution has waived the standard requirements such as matriculation, residence, dissertation, and examinations.

**Frequency:** Annual

**Nature of Award:** Academic hood, citation

**ORDER OF THE ARK AND DOVE**

**Sponsors:** St. Mary's College

**Award Criteria:** Established in 1972, the order is named after the best known of four orders. The two historical ships, Ark (cargo) and Dove (passengers), brought the first settlers to Maryland in 1634, where they established the little river port of St. Mary's City. The honorary society named for those first colonists is democratic in its designation of individuals who have given distinguished service (money not a factor) to the College.

**Frequency:** Annual

**Nature of Award:** Bronze College medallion, citation

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**President Approval**

**LUCILLE CLIFTON LEGACY AWARD**

**Sponsors:** Office of the President, VOICES Reading Series

**Award Criteria:** Established in 2017, the Lucille Clifton Legacy Award recognizes writers of national acclaim whose work continues the legacy of Lucille Clifton's belief that literature can model intelligent engagement, truth-telling, and commitment to justice and compassion. Each year, the awardee is invited to campus to give a reading of his/her work during the Evening to Honor the Legacy of Lucille Clifton event held near the cusp of Black History and Women's History months.

**Frequency:** Annual

**Nature of Award:** Honorarium, trophy, certificate

## MARGARET BRENT LECTURE AWARD

**Sponsors:** Women, Gender, and Sexuality Studies Program; Lecture and Fine Arts Committee; Center for the Study of Democracy

**Award Criteria:** Established in 1981, the Margaret Brent Lecture honors distinguished public service among women. *Note: Over the years, the original difference between the Order of Margaret Brent (est. 1986) and the annual Margaret Brent Lecture Series (est. 1981) has become obscured. Since the mid-1980s, they have been treated as one and the same – that is, lecture plus induction.* Margaret Brent was an important figure in the early history of Maryland at St. Mary's City. She broke gender role barriers and societal expectations for women of her time by becoming a landowner with her sister. She was trained as a lawyer and is recognized as the first suffragette.

**Frequency:** Annual

**Nature of Award:** Bronze College medallion by way of induction into the Order of Margaret Brent

## PRESIDENT'S TRAILBLAZER AWARD

**Sponsors:** Office of the President

**Award Criteria:** Established in 2015, the President's Trailblazer Award recognizes individuals associated with the College who have achieved notable firsts.

**Frequency:** Annual

**Nature of Award:** Bronze College medallion, citation

**St. Mary's College of Maryland Award Approval Form for External Nominees**

An approved form is required for all external candidates nominated to receive an award given in the name of St. Mary's College of Maryland. Please provide the following information to the Office of the Provost (for faculty and staff) or the Office of the Vice President for Student Affairs (for students). The information will then be reviewed by the President and/or the Board of Trustees for final approval per the College's Policy on Awards for External Recipients. No individual who has been nominated, selected, or identified to receive a College award or recognition should be notified until the President and/or Board of Trustees has granted final approval.

**Nomination**

Name of award: \_\_\_\_\_

Award criteria: \_\_\_\_\_

College organization, unit or group submitting nomination: \_\_\_\_\_

Date of nomination: \_\_\_\_\_

Point of Contact

Name: \_\_\_\_\_ Title (if Appropriate): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Nominee Information:**

Name of nominee (attach a biographical summary of the Nominee): \_\_\_\_\_

Describe why you are nominating this person for this award. How does this person best represent the mission, vision and core values of the College?

What process was used to select this nominee?

Proposed date of award presentation or event (if an event, specify): \_\_\_\_\_

Will this nominee also be the main speaker at the event? \_\_\_\_\_

Source of funding and anticipated expenses (if applicable): \_\_\_\_\_

Name of booking agency and representative (if applicable): \_\_\_\_\_

<b>Office Use Only:</b>			
Approved: Yes	____	No	____
		Office of Provost:	____
		Office of VP for Student Affairs:	____
Signature:	_____	Date:	_____
Approved: Yes	____	No	____
		President:	_____
Signature:	_____	Date:	_____
Approved: Yes	____	No	____
		Chair, Board of Trustees (if applicable):	_____
Signature:	_____	Date:	_____