

## College Honors and Awards for Alumni and Friends

Palmer College of Chiropractic (College) is committed to its longstanding practice of recognizing distinguished alumni and friends of the College who exceptionally represent the College and the chiropractic profession through their professional accomplishments, service, advocacy, and financial support. The purpose of this policy is to provide guidance to the College in administering the College honors and awards programs for alumni and friends in accordance with relevant Board Policy and applicable law.

### *Scope*

This College Honors and Awards Policy (Policy) applies to the entire College community, which is defined as including the main campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus. This policy supersedes any previously approved institutional policies, charters or procedures regarding College honors and awards for alumni and friends.

### *Administrative Rules*

#### **Administration and Oversight**

The Office of Advancement oversees and administers the processes and procedures for the College's Honors and Awards Programs for alumni and friends. Such responsibilities include, but are not limited to, the following:

- Develop, maintain and oversee recipient selection processes and procedures, including but not limited to selection criteria and recognition activities necessary to fully comply with Board policy, applicable laws and regulations;
- Review nominee submissions for eligibility in accordance with established criteria;
- Submit recommendations for Fellowship in the Palmer Academy of Chiropractic, that have been vetted through the appointed screening committee, to the Board of Trustees for final consideration;
- Develop, maintain and oversee recipient revocation processes and procedures necessary to fully comply with Board policy, applicable laws and regulations;
- Convene and facilitate meetings;
- Maintain the file of all original documents submitted under this Policy and all associated processes and procedures; and
- Amend this policy, subject to approval by appropriate College officials.

#### **Confidentiality**

Other than information gained for the purpose of recognition, any personal information gained about

nominees under this policy and any associated processes and procedures will be maintained in accordance with the College's Confidential Information Policy and relevant law.

## Due Diligence

The College exercises due diligence in the conferring of honors and awards. The Office of Advancement will review all nominees for eligibility in accordance with established processes and procedures. Subsequently, eligible nominees will be forwarded for consideration to a screening committee convened by the Office of Advancement.

Screening committees may include any, all, or some of the following as specified by established screening processes and procedures: the chancellor, campus presidents, representatives from the Board of Trustees, alumni, faculty, current honors and awards recipients, vice chancellor for advancement, or other Advancement employees.

Recipients shall be awarded honors and awards with all the appertaining rights, privileges of, and obligations to the College.

## Recognition

All recipients will receive suitable recognition in accordance with established processes and procedures of the Office of Advancement.

## Honors

### Fellowship in the Palmer Academy of Chiropractic

This honor is conferred upon recipients who have exhibited excellence in leadership, student recruitment, philanthropy and service to the College as demonstrated by, but not limited to, the following:

- Student recruitment efforts for the College;
- Philanthropic support of the College;
- Support of Palmer science, art and philosophy of chiropractic;
- Leadership qualities and contributions to the College and the chiropractic profession;
- Outstanding educational, clinical, research, and/or administrative/faculty/staff performance; and
- Promote the College through community, state, national or international memberships and/or involvement as a professional or citizen.

Membership in the Palmer Academy of Chiropractic is an ongoing honor.

### Approval

The college Board of Trustees has final determination of all honorees invited to Fellowship.

## Awards

### Chancellor's Citation

This one-time award is conferred upon recipients who have exhibited excellence in service to the College, to the profession or to the community at the discretion of the chancellor.

### Daniel David Palmer Scientific Award

This one-time award is conferred upon recipients who have exhibited excellence in chiropractic scholarly or clinical research at the discretion of the Palmer Center for Chiropractic Research and the chancellor.

## Approval

The Office of Advancement has final determination of all award winners.

## Revocation of Honors and Awards

An honor or award may be rescinded or revoked if at any time a recipient has committed a crime, engaged in misconduct, made statements of public disrepute, contempt, scandal, ridicule or if the College's continued affiliation with a recipient of an honor or award may compromise the College's or public's trust, reflect negatively on the College's public image, threaten the prestige of the honor or award, or otherwise interfere with the mission of the College.

The Board of Trustees reserves the right to rescind an invitation to accept an honor or revoke an already conferred honor in accordance with established procedures administered by the Office of Advancement.

Likewise, the Office of Advancement reserves the right to rescind an invitation to accept an award or revoke an already conferred award in accordance with established procedures administered by the Office of Advancement.

Actions by the Board of Trustees to rescind an offer or revoke previously conferred honors shall be recorded in the minutes of the Board of Trustees' meetings.

Actions by the Office of Advancement to rescind an offer or revoke previously conferred awards shall be recorded in the individual's College database record.

## Standard Institutional Policy Provisions

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- [Standard Provisions Applicable to All Institutional Policies](#)

## *Additional Information*

### *Associated Policies, Processes, and/or Procedures*

This Policy is supplemented below. It is the responsibility of all employees to know and comply with additional associated policies and procedures as supplemented.

### **Policies**

- Board of Trustees Policy BP303: Granting Honorary Degrees
- Conflicts of Interest or Commitment
- Confidential Information

### *Processes and/or Procedures*

- Processes and Procedures for the Selection of Recipients of Fellowship in the Palmer Academy of Chiropractic (TBA)
- Processes and Procedures for the Selection of the Chancellor's Citation Recipients (TBA)
- Processes and Procedures for the Selection of the Scientific Award Recipients (TBA)

## Contacts

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## History

Adopted: ..... November 6, 2019

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