

# **The Association of College and University Auditors**

## **Member Awards**

### **Original Issuance Date**

September 13, 2025

### **Effective Date**

September 13, 2025

### **Last Revision/Reviewed Date**

September 13, 2025

### **Purpose**

This policy establishes the guidelines for the Recognition Committee of the Association of College and University Auditors (ACUA). It outlines the committee's responsibilities in acknowledging and celebrating the achievements of ACUA members, fostering a culture of appreciation, promoting excellence, and advancing the internal auditing profession within higher education.

### **Policy Owner**

Recognition Committee Chair

### **Scope**

All institutional and individual ACUA members.

### **Policy Statement**

#### **I. The Recognition Committee shall:**

- a. Develop, implement, and maintain a comprehensive Member Awards program that aligns with ACUA's strategic goals.
- b. Prepare and communicate the Call for Member Award Nominations to the ACUA membership.
- c. Establish clear and objective criteria for each award, ensuring fairness and transparency in the selection process.
- d. Develop and implement a process for receiving, reviewing, and evaluating award nominations.
- e. Ensure the confidentiality of all nominations and related materials.
- f. Select award recipients based on the established criteria.
- g. Collaborate with ACUA management to plan and execute the presentation of Member Awards at appropriate events (e.g., conferences, meetings).

- h. Maintain records of award recipients and related information.
- i. Periodically review and update the Member Awards program and this policy to ensure its effectiveness and relevance.
- j. Maintain the award budget allocated to the Recognition Committee.
- k. Recruit, train, and oversee any subcommittees or volunteers assisting with the awards process.
- l. Promote the Member Awards program and its recipients to the ACUA membership and the broader higher education community.
- m. Ensure that the awards process is inclusive and equitable and reflects the diversity of the ACUA membership.
- n. Address any appeals or disputes related to the awards process fairly and promptly. As necessary, for awareness purposes, the President will be informed about disputes.
- o. This policy applies to all award categories:
  - i. The subcommittee can choose to move a nominee to a different award category if the subcommittee determines the nomination better meets the criteria for another award category.
  - ii. The subcommittee may choose not to select an award winner for a category if the subcommittee determines that no nominee merits the award.
  - iii. Late nominations can be considered for an award provided the subcommittee has not yet selected the award winners.

## II. **Award Eligibility**

- a. All ACUA Members are eligible, except for:
  - i. Current elected board members (committee chairs and committee members are not elected board members). Elected board members are eligible three years after the expiration of their term.
  - ii. Members who have previously won an award for the same category.
- b. A member who previously won an award may be considered for an award in a different category.

## III. **Award Types and Criteria**

- a. **Member Excellence in Service Award**
  - i. The ***Member Excellence in Service Award*** recognizes an ACUA member who has made outstanding and impactful contributions to the mission of ACUA through exceptional service. ACUA's voluntary service to be recognized includes, but is not limited to:

1. Developing a new program or member service.
2. Providing volunteer service to ACUA, such as by serving in leadership roles for ACUA committees.
3. Making significant contributions to ACUA conferences.
4. Encouraging and contributing to cooperative information exchange among the members, such as by authoring ACUA publications, preparing Kick Starters, speaking at ACUA conferences or webinars.
5. Upholding ACUA's Core Values (integrity, open sharing of knowledge, mutual trust and friendship, respect, commitment to excellence, and innovation).

**b. Outstanding Professional Contributions Award**

- i. The ***Outstanding Professional Contributions Award*** recognizes an ACUA member who has made outstanding and noteworthy contributions to the profession of internal auditing in higher education. Consider how the individual has moved the "internal audit" needle during their career. Examples of professional contributions to be recognized include, but are not limited to:

1. Supporting the success of internal audit through service to the profession of internal auditing in higher education.
2. Advancing internal audit's role or reputation within a higher education organization or throughout an individual's career.
3. Creating wider recognition of the need for and value of internal auditing in the governance and administration of an institution of higher education.
4. Sustaining efforts to promote cooperative relationships and information exchange among internal auditors in higher education.
5. Promoting the establishment and maintenance of high professional standards for internal auditors in higher education; and/or
6. Sustaining service to higher education or internal audit professional associations in various roles: officer, board member, committee chairperson, committee member or presenter/instructor, etc. Higher Education or internal audit professional associations include and are not limited to: Institute of Internal Auditors, Women in Higher Education, Information Systems Audit and Control Association, American Association of Colleges & Universities.

**c. Rising Star Award**

- i. The ***Rising Star Award*** recognizes an “up and coming” ACUA member who has made significant individual contribution(s) in the areas of internal audit, compliance, or risk management that furthers the mission of ACUA. A “Rising Star” does not need be new to ACUA or to higher education, but someone who has made significant contributions to ACUA. The award is intended to spotlight, cultivate, and recognize those developing the personal initiative and commitment to positively impact higher education auditing that is essential to ACUA continued success. Contributions could include:
  1. Serving as a valuable member of an ACUA committee;
  2. Spearheading new ACUA initiatives;
  3. Completing committee or special project work;
  4. Redesigning or enhancing an existing member service; and/or
  5. Doing specific professional outreach on behalf of ACUA.
- d. Award Limits and Complimentary Registration
  - i. Each award is limited to one awardee per year.
  - ii. Each award includes a complimentary registration to the conference in which the awardee will be recognized. The complimentary registration is non-transferable, but it may be deferred up to one year.

### **Compliance**

The Recognition Committee Chair is responsible for monitoring ongoing compliance with the policy. If there are instances of non-compliance, the Chair will consult with the Member Awards Subcommittee before enforcing any consequences. The Chair will submit to the board any decisions requiring board approval.

All actions will follow the procedures outlined in the Recognition Committee Charter. The Recognition Committee also holds bimonthly meetings to review matters from all subcommittees and address any outstanding issues.

### **Exceptions**

Exceptions will be reviewed and authorized following the Recognition Committee Charter. The Recognition Committee Chair will initiate the review process and, after consulting with the Member Awards Subcommittee and the ACUA President, will have the authority to approve any exceptions.

### **Definitions**

1. **Member Award Program:** A Member Award Program is a structured initiative created by an organization, club, or business to recognize,

reward, and incentivize the participation, loyalty, or achievements of its members. These programs are commonly used in associations, customer loyalty programs, employee groups, and nonprofit or professional organizations.

2. **Member Award Nomination:** A Member Award Nomination is the formal process of recommending a member of an organization, club, association, or program for recognition through an award, based on their contributions, achievements, or service.
3. **Award Recipient:** An award recipient is an individual or group who has been officially selected to receive an award in recognition of their achievements, contributions, service, or excellence in a specific area.
4. **Award Criteria:** Award criteria are the specific standards, qualities, or accomplishments that nominees must meet or demonstrate to be considered for a particular award. These criteria guide the nomination, evaluation, and selection process to ensure fairness, consistency, and alignment with the award's purpose.

#### **Contacts**

1. **Primary Contact:** Recognition Committee Chair
2. **Secondary Contact:** Member Awards Subcommittee Director

#### **Approval and Revision History**

1. **Approved By:** Board of Directors, September 13, 2025
2. **Revised By:** New Policy.