

2024 Phi Theta Kappa Distinguished College Administrator Award

The Distinguished College Administrator Awards will be awarded to college vice presidents, deans, or directors serving at a postsecondary institution with an active Phi Theta Kappa chapter.

- College presidents/campus CEOs are **NOT** eligible for this award; they should be nominated in the presidential award categories (Paragon New President, Gordon, or Bennett). State or System Directors should be nominated for the Community College State Director Award.
- Nominees should have served in their position for at least three years as of **December 6, 2023**, and demonstrated during their tenure a strong level of support for Phi Theta Kappa's mission and overall student success.
- Each chapter may submit one nominee annually for the Distinguished College Administrator Award. Up to 25 Distinguished College Administrator Awards may be presented each year.
- A college administrator may receive this award only once.
- **Active Phi Theta Kappa advisors are not eligible and should be nominated for an advisor award.**
- Award recipients will be notified by mid-February 2024 and may choose to participate in PTK Catalyst on April 4-6 at the Gaylord Palms Resort and Convention Center in Orlando, Florida, to accept their award in person. However, attendance is NOT required to receive this award.

SUBMISSION DEADLINE:

Wednesday, December 6, 2023, by 5:00 pm Central Standard Time at <http://my.ptk.org>

Nominee Information:

Name (Title, First, Last)

Phonetic Spelling of Name for Pronunciation (Example: Example: Lela Gutierrez might be phonetically written as *LEE-luh Goo-tee-eh-res.*)

Job Title (NOT eligible if serving as President or Campus CEO)

College

Address

Email

Phone

Start date as College Administrator at this Institution (month/year)

Phi Theta Kappa Region

College Public Relations, Media Affairs or Public Information Officer (Name, Email, and Phone)

Administrative Assistant (if applicable) Name, Email, and Phone

Word Count Limit: 400 words per question

1. What are the three most important ways the nominee has supported Phi Theta Kappa?

2. Provide any specific examples of how the nominee has increased the awareness and accessibility of Phi Theta Kappa membership on your campus.

3. Provide up to three specific examples of how the nominee encourages student success.

4. Mark all items reflecting the level of support provided by the nominee:

Recognition of Academic Achievement

- Regularly promotes Phi Theta Kappa at the college, virtually and/or at campus convenings
- Promotes a culture of aspiring to become a Phi Theta Kappa member
- Dedicates resources from registrar to assist with member recruitment
- Dedicates resources from marketing to assist with member recruitment
- Assists in PTK awareness with signed invitation letters/social media/other
- Provides funds (operational or foundation) to subsidize membership for those who cannot afford it
- Encourages faculty recognition of PTK members in their classrooms

Opportunities for Student Growth

- Provides funding for student attendance and travel to regional PTK events
- Provides funding for student attendance and travel to international PTK events
- Promotes student participation/application of PTK scholarships
- Integrates Phi Theta Kappa into student success initiatives on campus
- Provides meaningful ways for students to lead on campus

Advisor Support

- Appoints advisors who are actively engaged in student success
- Provides funding for advisor travel to regional and international PTK events
- Provides a stipend or release time for advisor participation in PTK
- Dedicates physical space to the advisor and/or chapter members
- Provides staff support for chapter administration
- Regularly recognizes advisors as champions of student success

Chapter Interaction – virtual participation included

- Attends chapter induction ceremonies
- Meets with chapter leaders to discuss projects on campus
- Provides additional leadership opportunities for chapter officers
- Attends chapter meetings
- Recognizes the chapter and/or chapter leaders for their achievements
- Facilitates chapter presentations at local high schools or other community venues

Advocacy for PTK Outside of Campus

- Participates in the All-USA program
- Regularly attends the All-State program

- Advocates or secures transfer scholarships for PTK members
- Advocates or secures workforce scholarships/internships for PTK members
- Attends PTK Regional Meetings (virtual and/or in person)
- Attends PTK International Events (virtual and/or in person)