

**SPECIAL RECOGNITION AWARD
DEPARTMENT OF CIVIL & ARCHITECTURAL ENGINEERING &
MECHANICS
THE UNIVERSITY OF ARIZONA**

Purpose: Provide a means for the AIC to recognize any person for their achievements, leadership, contribution, and service to the Civil Engineering profession, UA, College of Engineering, or the Department.

Nominator: Any AIC member or the Department Head.

Eligibility: Any person that is deemed eligible by the AIC Chair and Vice Chair. The award can be made posthumously.

Selection Criteria: To be determined, within the merits of each nomination, by the AIC Chair and Vice Chair in collaboration with the Department Chair.

Nomination Information Requirements: To be considered for an award the following information for that nomination is required:

1. A letter of nomination (500 words max.) describing why the nominee deserves the award. This letter should contain a summary of the nominee's accomplishments and brief assessment of the nominee's qualifications for the award including any personal perspectives missing from or not readily apparent in the nominee's curriculum vitae (CV) or resume.
2. At least one "seconding" letter of recommendation and support for the nominee. The author of the seconding letter does not need to be a graduate of the UA.
3. The nominee's CV or Resume. The CV should present a clear record of the nominee's accomplishments.
4. A completed nomination form. Which includes verification that the nominee has approved their nomination and that they will, if awarded the award, attend the awards event to be held in Tucson, Arizona.

The form is available at <https://caem.engineering.arizona.edu/sites/caem.engineering.arizona.edu/files/Special-Recognition-Nomination-Fillable-Form-2023.pdf>

Nomination Submission: The Centennial Awards will typically only be determined and awarded every two years. Awards are typically done at a special luncheon awards event which is held on the Friday of the UA Homecoming weekend in the fall. The deadline for submission of nominations is Tuesday February 28, 2023. The complete nomination portfolio should be sent to:

**The University of Arizona
Department of Civil & Architectural Engineering & Mechanics
CAEM Alumni Awards Committee
P.O. Box 210072
Tucson, AZ 85721-0072**

Selection Panel: The selection panel for all AIC awards should consist of head of Department, the chair and vice-chair of the AIC, AIC members at large and at least one Department faculty appointed by the CAEM department head. An ad-hoc member from the College can also participate as an advisor to the selection panel. Others can be appointed to the selection panel at the discretion of the Chair of the AIC. It is acceptable for those on the selection panel to also be nominators and/or contact nominators to ask questions or gain additional information on those nominated. The chair of the Selection Panel shall provide the findings of the selection panel to the Department. The Department will then contact those who have been selected for awards. The chair of the selection panel will contact those who were considered, but not selected either directly or through their nominator. Any nomination not selected will be eligible for re-consideration for the next cycle of awards if the nominator and the person being nominated approves it. This includes their commitment to attend the award ceremony in Tucson if they are selected for an award.

Awards Cycle: At the discretion of the AIC Chair and Vice-Chair. However, it is preferred these awards be given out at the same time Centennial Awards are given. The selection panel for the Centennial Awards can be the selection panel for this award. However, if no nominations or suitable nominations are received then no award should be given. Recipients are expected to attend the awards ceremony.