

# **The Joseph T. Sutton Leadership Award**

## ***I. PURPOSE***

To recognize Alabamians who have demonstrated leadership and outstanding accomplishment in the field of institutional research and related fields. The award should be a meaningful recognition of those individuals who have provided exemplary service and leadership and who have actively supported and enhanced the goals of ALAIR.

## ***II. CRITERIA***

All eligible award recipients must at some time have been involved in institutional research or a related field in Alabama. Beyond that, at least one of the following criteria must be met.

A. Service to ALAIR, SAIR, or AIR in the form of serving as an officer, committee member, or conference host; making presentations; and other forms of volunteer activity.

B. A career in institutional research or a related field exemplifying leadership, accomplishment, and innovation.

C. Contribution to the field of institutional research through specific accomplishments and innovative endeavors which enhance the field, institution, or community (local, state, nation).

D. Former members of ALAIR and individuals who are not members of ALAIR will be eligible, as will former Alabamians who have been involved in institutional research in Alabama.

## ***III. SELECTION PROCESS***

A. Annually, the Immediate Past President will chair the awards committee and develop a list of not more than three candidates for recommendation to the Executive Committee. The recommendation of the committee should be ranked. The Sutton Award should be a meaningful recognition bestowed sparingly and only to those persons who have made significant and substantial contributions to the field of Institutional Research. It is entirely possible that the Awards Committee might determine not to present the Award in a given year.

B. An affirmative vote by the majority of the Executive Committee members present during voting is required for approval of a Joseph T. Sutton Award.

C. Criteria and procedures for selecting The Joseph T. Sutton Award recipient are distributed annually to all ALAIR members.

D. Only one award should be presented. However, there could be co-recipients, for example, in the case of two or more people working together on a significant body of research.

E. The award should be presented at the ALAIR Annual Conference by the President or the Immediate Past-President (or his/her designee).

#### ***IV. FORM OF AWARD***

A. The award recipient should be presented a plaque delineating his or her service or contribution to institutional research. In addition, a letter should be sent to the president or director of the recipient's institution or agency informing of the award.

**ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH  
JOSEPH T. SUTTON LEADERSHIP AWARD: NOMINATIONS  
FOR \_\_\_\_\_ (insert the Year)**

Person nominated:

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Institution:

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Nominator's name/telephone:

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Rationale:

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Return this form by insert the date to insert the name, address and email address of the chairperson of the Nominating Committee.

## SPECIFICATIONS FOR AWARDS

### Joseph T. Sutton Leadership Award

The plaque for the Sutton Award has the following specifications:

- Shaped like the State of Alabama
- ~7 1/4 “ at its widest point
- ~11 1/4” at its tallest point
- the thickness of the board should be 3/4”
- the space between the plate and the board should be ~1/4”
- the wording should be:
  - **THE JOSEPH T. SUTTON AWARD**
  - **PRESENTED TO**
  - **NAME OF RECIPIENT**
  - **IN RECOGNITION OF YOUR SIGNIFICANT CONTRIBUTIONS TO THE FIELD OF INSTITUTIONAL RESEARCH IN ALABAMA. YOUR UNFLAGGING SUPPORT HAS PROVIDED VITAL SERVICES TO THE MEMBERS OF ALAIR, WHILE ENHANCING THE STATUS OF THE PROFESSION THROUGHOUT HIGHER EDUCATION.**
  - **PRESENTED BY**
    - **THE ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH**
    - **YEAR**