

**GADE Student Award
POLICY AND PROCEDURE**

Topic: GADE	
Section:	
Original Date: July 25, 2007	
Date Revised:	Updated By: Award Subcommittee
POLICY: The Award Subcommittee will review and select awardees on an annual basis	
ORIGIN OF POLICY: GADE Award Subcommittee	
QUESTIONS REGARDING POLICY TO: GADE Subcommittee Chair	
RESPONSIBILITY	PROCEDURE
GADE	Through the ListServe notify GADE members about the award and submission deadline
GADE Member Faculty	Submit a nomination to one of the 2 awards and submit by email – submissions due by February 1 st
GADE	Creates a subcommittee of members to review the submissions
Subcommittee	Evaluates applications - members cannot review students nominated from his/her school – Subcommittee meets at GADE Annual Meeting to make decision
Subcommittee	Notifies Steering Committee of awardees
Steering Committee	Notifies nominating doctoral program chair of award, by May 1 st
Doctoral Program Chair	Notifies student and provides contact information for awardee, by May 1 st
Steering Committee	Sends award letter to students, with invitation to attend CSWE APM or SSWR or GADE Annual Meeting
Steering Committee	Places ad in CSWE APM or SSWR program
Steering Committee	Presents awards at CSWE APM in the Fall, or SSWR or GADE in the Spring

Attachments: