**ACCCJ Awards Guidelines**

Approved by the Board on April 16, 2024

To manage awards committees and ensure a transparent and fair award process, *ACCCJ Awards Guidelines* (hereby the Guidelines) is hereby enacted.

**I. ACCCJ Awards**

There are 7 ACCCJ awards, and 4 awards are under the Donation and Naming Rights Rules.\* Donors’ involvement of awards related affairs (e.g., advice, eligibility and criteria, selection process, etc.) should refer to the Naming Right rules (https://acccj.org/donation-and-naming-rights-rules/).

1. Steven F. Messner Outstanding Book Award\*;
2. ACCCJ Outstanding Paper Award;
3. Ivan Sun Young Scholar Outstanding Research Award\*;
4. Shanhe Jiang Outstanding Student Paper Award\*;
5. Hong Lu Outstanding Student Service Award\*;
6. ACCCJ Student Travel Award;
7. President’s Service Award.

**II. Award Director**

Award Director (hereby Director) is one of the current Board Members who is appointed by the current ACCCJ President to be in charge of the awards. The Director oversees all award committees, initiates award rules for new awards, updates the current award rules, ensures the Guidelines be followed, and serves as a liaison between Award Committees and the Board.

* Director is the Chair of President’s Service Award Committee (7)
* Director shall not chair any other award committees (Awards (1) ~ (6)) unless under certain circumstances

**III. Award Chair and Award Committees**

* All Award Chairs/committee members serve a 1-year term.
* A total of 2 consecutive years on the same award committee is encouraged, but is ineligible for the third year.
* Award Chairs/committee members may serve on a maximum of 3 award committees in a given year.
* Board members may serve on a maximum of 2 award committees.
* With their consent, Award Chairs may be appointed by the President or the Director (with the recommendation of the President, prior Award Chair, the Board, or the Board of Advisors).
* Award Chairs will form their committee. The *minimum* requirement of a total of committee members and notes for each award is listed below:

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| (1) Steven F. Messner Outstanding Book Award |
| 1. Minimum committee members: 3 ACCCJ non-student members (chair included)
2. Notes: Refer to “Donation and Naming Rights Rules” for donors’ role in awards proceedings.
 |
| (2) ACCCJ Outstanding Paper Award |
| 1. Minimum committee members: 3 ACCCJ non-student members (chair included)
2. Notes: N/A
 |
| (3) Ivan Sun Young Scholar Outstanding Research Award |
| 1. Minimum committee members: 3 ACCCJ non-student members (chair included)

Notes: Refer to “Donation and Naming Rights Rules” for donors’ role in awards proceedings. |
| (4) Shanhe Jiang Outstanding Student Paper Award |
| 1. Minimum committee members: 3 ACCCJ non-student members (chair not included) & 1 awardee (preferably, the most recent awardee; if not, a prior awardee, or one member of the Student Affairs Committee)
2. Notes:
	* Refer to “Donation and Naming Rights Rules” for donors’ role in awards proceedings.
	* Award Chair does not participate in the review process and voting.
	* Award Chair shall remove applicant’s identity to ensure a double-blind review before circulating papers to the Committee.
	* Award Chair shall not disclose applicant’s identity to the Committee until after the Board approves the awardee.
	* In case of less than 3 reviewers are eligible for reviewing an applicant, Award Chair may ask the Director to serve or appoint a member to review the case.
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| (5) Hong Lu Outstanding Student Service Award |
| 1. Minimum committee members: 2 ACCCJ non-student members (chair included) & 1 awardee (preferably, the most recent awardee; If not, a prior awardee, or one member of the Student Affairs Committee)
2. Notes: Refer to “Donation and Naming Rights Rules” for donors’ role in awards proceedings.
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| (6) ACCCJ Student Travel Award |
| 1. Minimum committee members: 3 ACCCJ non-student members (chair included)
2. Notes: N/A
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| (7) President’s Service Award |
| 1. Committee members: The Board
2. Notes: The Director chairs this committee
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**IV. Timeline, Tasks, and Responsibilities for the Director and Award Chair**

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| --- | --- |
| January-February  | * Director ensures Award Chair be appointed for each committee
* Award Chair appoints committee members
* Award Chair submits a full list of the committee (e.g., name, affiliation) to the Director by the end of February.
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| March  | * Director sends award committees the Guidelines and Award documents
* Award Chair convenes a committee meeting to review and update
	1. Award rules and procedures (e.g., timeline)
	2. Call for Submission
	3. Rating rubrics, and other related documents
	4. For the funded awards, if any changes are made, Award Chair shall seek the Donor’s input and approval
* Award Chair sends the Director all of the above updated award documents
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| April | * Director submits to the Board
	1. A list of Award Chair/committee members
	2. All award related documents
* Director sends reminders of Confidentiality and Conflict of Interest (Appendix 1) to all award committees, and Board.
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| May-August | * Award Chair sends out a Call for Nomination/Application via ACCCJUS email no later than May 1st.
* After the nomination deadline has passed, each Award Chair shall call for a committee meeting to begin the review process based on each Award Rule.
* Award Chair shall remind the committee to review Appendix 1 (confidentiality & conflict of interest) and report any issues that warrant the Director’s attention.

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| September (before the 15th) | * Award Chair sends the Director the finalized Award Report (Appendix 2)
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| October  | * Director uploads all Award Reports prior to the October Board meeting to the Board’s shared drive
* The Board discusses the list of all awardees and votes on them.
* Upon the Board’s approval,
	1. Award Chair releases results to each individual applicant/nominee.
	2. Director announces the full list of all awardees via ACCCJUS email
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| November – December | * Director uploads all awards related documents to the archive drive
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**V. Issues, Grievance and Appeal Process**

When issues arise, follow the three-tiered process as follows:

* Level 1
* When issues arise during any stage of the Award Review process, they should be resolved at the award committee level.
* Award committee may solicit relevant parties for advice/input. When seeking relevant parties for advice/input (e.g., donor), Award Chair shall remove all identifiers (e.g., nominees' names). In cases identifiers must be disclosed, Award Chair shall provide the relevant parties with Appendix 1 (Confidentiality and Conflict of Interest) before proceeding further.
* Award committee shall issue a written explanation of the process used in reaching a decision and submit it to the Director.
* Level 2
* When issues cannot be resolved at the award committee level, Award Chair shall notify the Director in writing within 10 days of the incident, seeking the Board’s input.
* The Board may solicit relevant parties for advice/input. When seeking relevant parties for advice/input (e.g., donor), the Board shall remove all identifiers (e.g., nominees' names). In cases identifiers must be disclosed, the Board shall provide the relevant parties with Appendix 1 (Confidentiality and Conflict of Interest) before proceeding further.
* The Board shall issue a written explanation of the process used in reaching a decision within 60 days of receiving the issue.
* Level 3
* If there is a grievance regarding the decision made by the Board (at Level 2), it must be filed with the Board in writing, and within 30 days of the incident occurred.
* Within 10 days of receiving the complaint, the Board votes on whether or not to form an Appeals Committee to hear the case based on the merit of the case.
* The Appeals Committee shall review evidence presented by all parties involved and make a recommendation to the Board within 60 days.
* Appeals Committee is consisted of a minimum of 3 ACCCJ non-student members (chair included).
* All committee members shall be full professors and/or emeritus; and at least one of them shall be the Board of Advisors.
* No parties involved in the dispute shall participate in the review/deliberation process of the Appeals Committee or the Board.
* The Board makes a decision within 30 days based on the recommendation of the Appeals Committee, with or without asking for additional evidence from any parties involved.
* The Board’s decision is final and binding.
* Both the Board and Award Committee shall follow the procedure rule laid out in the ACCCJ bylaw when rendering these decisions.

**“ACCCJ Bylaw, Article V, Section 7:** All members of the Board of Directors shall work diligently and in a democratic manner to serve the best interests of the Association and its members. Should a disagreement occur among directors, the Board of Directors shall hold a timely vote among all directors in a reasonable and acceptable manner, and directors shall abide by the decision of the majority.”

This Award Guideline was drafted by Ad Hoc Committee (Ming-Li Hsieh - Chair, Chi Mei Jessica Li, Shun-Yung Kevin Wang) and approved by the Board on 4/16/2024.

**Appendix 1**

**Reminder: Confidentiality & Conflict of Interest**

**Confidentiality**

* Award application materials are privileged information. No individuals, including Award Chairs, committee members, and Board members, shall disclose any award information outside the committee, including but not limited to:
* the identity of award applicants
* the application materials
* all deliberations regarding candidates
* award results
* Awardees’ names may be announced only after the Board’s approval.
* For book and paper awards, blind review is required, in which the identity of award applicants is anonymous to reviewers.

**Conflict of Interest**

* A conflict of interest occurs when an individual’s personal interests, whether actual, potential, or perceived, can compromise one’s judgment, discretion, or actions.
* An individual shall recuse oneself from Award Committees/or the Board at any level of the decision-making process (e.g., reviewing documents, conversation/discussion, voting) involving award proceedings, such as:
* being a nominee of an award
* being subject to impeachment
* having a relationship with nominees that would likely affect judgment, discretion, or actions, including but not limited to:
	+ thesis/dissertation advisor and advisee in the past 5 years
	+ coauthors/research project collaborators in the past 5 years
	+ collegial or personal relationship might raise potential ethical concerns
* An individual has an obligation to disclose the potential conflicts of interest to Award Committees and/or the Board prior to any discussion/review of a case.

**Appendix 2**

**The Award Report**

**(To be filled out by each Award Chair)**

**I. Checklist of Applicant Pool**

|  |  |  |
| --- | --- | --- |
| 1. | Yes ❑ No❑ | Have you reminded the Committee about confidentiality of the award? |
| 2. | Yes ❑ No❑ | Have you reminded the Committee about conflict of interest? |
| 2-1.  | Yes ❑ No❑ | Has any committee member reported to you any potential conflicts of interest? |
| If yes, please specify here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 3.  | Yes ❑ No❑ | Have each and all applicants/nominees’ eligibility and/or nomination materials been checked based on Award Rule? (Eligibility and/or nomination materials may include, but are not limited to, the following items depending on each Award Rule)

|  |  |
| --- | --- |
| * Cover letter
 | * Membership statusa
 |
| * Curriculum vita
 | * Required additional form
 |
| * Nomination letter
 | * Required sample of publication
 |
| * Meet the deadline
 | * Non-prior awardeesb
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Note:aTo check applicants/nominees’ membership status, send an inquiry email to acccjus@gmail.com; bTo check the list of prior awardees, go on ACCCJ website at <https://acccj.org> |
| 3-1. | Yes ❑ No❑ | Has any applicant/nominee been deemed ineligible/unqualified due to not meeting the award criteria? |
| If yes, please specify here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**II. Final Results**

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| --- | --- | --- | --- |
| **Name of applicants/nominees** | **Ranking** | **Comments** | **Award results** |
|  |  |  |  |
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**III. ISSUES and Solutions** Please report any issues raised during the review/selection process; describe the procedure and/or solutions the committee adopted to address the issue. Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Award Chair Date: mm/dd/yyyy |