

Annual Faculty Advisor Honor Roll Program

Program Objectives: The Annual Honor Roll will recognize Faculty Advisors (FAs) for service to their chapters, HKN, and the profession. The award year shall be based on the previous academic year, July 1 through June 30. Annual recognition is given for FAs that meet the standards set forth in this guideline, if the requirements are met by the indicated deadlines. FAs can be named to the Annual Honor Roll for each year that they and their chapter meet the following requirements.

Chapter Requirements for Eligibility: A FA is only eligible for recognition if the chapter is an active student organization and is in full communication with HKN headquarters.

- The chapter has initiated new members and has submitted one or more New Member Requisition Forms for the award year.
- The chapter has submitted Notice of Election of Officers form(s) including current faculty advisor(s) and chapter contact information for the award year. Two submissions are required if officers are elected two times each academic year.
- The chapter has completed and submitted the Annual Convention Ballot to HKN Headquarters by the due date for the award year.
- The chapter has submitted a Chapter Annual Status Report for the award year.

These chapter requirements for eligibility must be met by June 30 of the award year.

Faculty Advisor Requirements: A FA must provide effective oversight and facilitation of the chapter for annual recognition. Also, an FA must maintain chapter compliance of bylaw requirements and of contact information. If a chapter has more than one FA, each FA must meet the requirements separately to be recognized on the annual honor roll.

- The FA(s) must be listed on the latest Notice of Election of Officers form as of June 30 of the award year. As required by the HKN Constitution, all FAs must be HKN members.
- The initial induction into the honor roll must include letters of recommendation from the department head and from a chapter president for the year of record. The letters must be received at the HKN Headquarters by June 30 of the award year.
- The FA must complete and submit the Annual Faculty Advisors' Report by June 30 of the award year. The required honor roll items for FAs are as follows:
 - Participation in four or more chapter activities for the general membership during the award year. (Officer or executive committee meetings are specifically excluded.)
 - Participation in at least one planning or training meeting with chapter officers at or near the beginning of their term of office.
 - Confirmation that the chapter contact and bylaws information are correct.

The Honor Roll Program is administered by the HKN Faculty Advisor Support Committee.

Process: All Chapter forms and the Faculty Advisor Report form are available on the HKN web site, www.hkn.org. If all forms have been submitted on time and all requirements have been met, the FAs will be automatically named to the Faculty Advisor Honor Roll for the academic year. Annual Honor Roll Recipients will be notified and posted on the HKN website.