I. PURPOSE:

The purpose of the Michigan State University College of Music Distinguished Alumni Award is to recognize an alumnus who is making, or has made, an outstanding contribution to the Music profession. In addition to the award, the recipient of the Distinguished Alumni Award will give a recital, master class, lecture, or any combination of these to current MSU College of Music students. The College of Music Alumni Association will provide up to $2000 toward the cost of the award, travel expenses, and honorarium.

- For the purpose of judging nominations, an outstanding contribution should include evidence of one or more of the following:
  - Exceptional skills as music professional.
  - Noteworthy contributions in music to society at large.
  - Significant influence on the candidate's place of employment, community, and profession.

II. ELIGIBILITY:

Only living alumni of the Michigan State University College of Music are eligible. For purposes of definition, an alumnus is any person who shall have received at least one degree from the Michigan State University College of Music or its predecessor.

III. AWARD:

- The award shall consist of a plaque presented to the recipient.
- The recipient may be featured in an article to be written for the College of Music's annual magazine, Music Notes.
- The award will be presented annually at the College of Music at the time the recipient is on campus to perform.

IV. NOMINATIONS:

Nominations can be made by MSU Music Faculty and MSU Music Alumni. All nominations must include the following:

- A nomination cover sheet (see below) from the person placing the name in nomination, which details the nominee's qualifications as a Distinguished Alumnus.
- A biographical statement, résumé or CV, providing basic information such as: name, address, employment history, and all music degrees and dates.
• The names and contact information of 2-4 individuals who have agreed to support the nomination.

• Nominations should be sent to: Alumni Relations, College of Music, Michigan State University, East Lansing, MI 48824, which will then be copied and distributed to the selection committee.

• All paperwork must be postmarked, or electronically transmitted, by April 1 for the following school year.

• For example, a nomination received in April 2011 will be for the 2011-12 school year.

• The final selection will be approved at the spring board meeting of each year.

• In the event of a tie, the application with the earliest postmark date will be selected

• Any nominations not selected for the award shall continue in effect for the following two years. After that time, they may be resubmitted.

• If, in the opinion of either the Faculty Advisory Committee or the College of Music Alumni Board, no worthy candidate is nominated in a given year, the Award will not be presented that year.

V. SELECTION PROCESS:
• After all nominations are received, the candidates will be reviewed by the Faculty Advisory Committee. This committee, along with the Dean, will narrow down the nomination pool and make recommendations to the Alumni Board.

• It shall be the duty of the Alumni Board to make the final selection of the award recipient. Approval by the Alumni Board must be by 2/3 of the Board Members present.

• The Alumni Relations Officer shall serve as an ex-officio, non-voting, member and shall provide assistance in coordinating nominations.
Name of person submitting application: ________________________________________

Check all that apply:  __ MSU Music Faculty   __MSU Alumni

Mailing Address ______________________________________________________________

Work Phone_______________ Cell Phone______________

Fax ____________________ Email Address_______________________

Name of MSU Alumni Nominee: ________________________________________________

List all degrees the graduate earned from MSU _________________________________

____________________________________________________________

Mailing Address

____________________________________________________________

Work Phone_______________ Cell Phone______________

Fax ____________________ Email Address_______________________

Application Checklist – in addition to this cover sheet please provide:

• A written detailed description of the project and its potential contribution to MSU Music students. Include the names and contact information of 2-4 individuals who have agreed to support the nomination.

• A bio or resume of the nominee.

• Other relevant supporting materials. Include any articles, reviews, recordings, letters of recommendation, or other documentation relevant to the project.

Send via post, email, or fax by April 1 to:

Linda C. Conradi
Assistant Director of Development/Alumni Relations
Michigan State University College of Music
210 Music Building
East Lansing, MI 48824
517.353.9872 / fax 517.432.7081
conradi@msu.edu