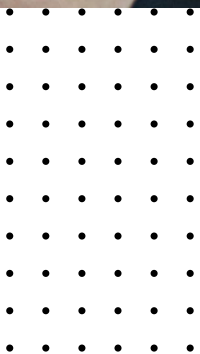
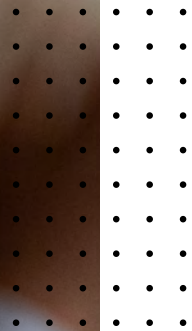




NATIONAL
COMMUNICATION
ASSOCIATION



INTEREST GROUP AWARDS

Policies & Procedures

TABLE OF CONTENTS

Introduction	2
Annual Timeline	3
Award Administration	4
Calls for Nominations	4
Required Components.....	4
Eligibility Requirements	4
Evaluating Submissions	4
Reviewers.....	4
Rubrics	5
Selecting Winners.....	5
Recognizing Award Winners	6
Funding Options	6
Award Plaques	6
Monetary Awards.....	6
Certificates	6
Distribution	6
Promoting Awards	6
Appendix	7
Appendix A—Example Call for Nominations.....	7

INTRODUCTION

The Interest Group Awards Policy and Procedures Manual outlines the standardized process for the submission and recognition of awards across all Interest Groups within the Association. While it is not mandatory for Interest Groups to offer awards, many choose to do so to honor exceptional contributions and achievements across their division, section, or caucus.

All award submissions must adhere to the National Office's submission process to ensure consistency, fairness, and transparency across all awards. This guide serves as a comprehensive resource to facilitate the smooth and efficient administration of awards, celebrating the excellence and dedication of our members.

Please direct all questions regarding Interest Group Awards to Jennifer Fletcher, Organizational Development Manager, at jfletcher@natcom.org.

ANNUAL TIMELINE

DATE	ITEM
JANUARY 21	Submit award nominations calls and submission forms to the National Office
FEBRUARY – MAY	Call for nominations open
MARCH 4	Submit rubrics to the National Office
MAY 1	Deadline to submit reviewer information to the National Office
JUNE – JULY	Review period
AUGUST	Winners are notified by the National Office
SEPTEMBER	Winners announced via the website
SEPTEMBER 15	Deadline to request award plaques from the National Office
OCTOBER 30	Deadline to request award checks
NOVEMBER	Award plaques distributed at the Annual Convention
DECEMBER	Monetary awards distributed electronically; Prepare nomination calls for the following year

AWARD ADMINISTRATION

All submissions for Interest Group awards must be received through NCA's online submission portal. This ensures consistency and transparency across all award submissions.

For awards that involve physical book submissions, nominees will still need to complete the online submission form through NCA's submission portal; however, applicants will also be instructed to mail a physical copy of the book to the designated address—provided by the Interest Group within the nomination call.

CALLS FOR NOMINATIONS

Calls for nominations must be submitted to the National Office by January of each year. Specific deadlines will be communicated by the National Office.

Required Components

Each call for nominations must include:

- Interest Group Name
- Award Name
- Award History and/or Description
- Eligibility Criteria
- Submission Requirements
- Contact Person
- Award Details: Plaque and/or Monetary Award (including amount if known)

ELIGIBILITY REQUIREMENTS

Nominees must be active members of the Association. The National Office will confirm the member status of all winners. For Interest Group-specific awards, membership status within the Interest Group can be verified through the National Office.

EVALUATING SUBMISSIONS

Interest Groups are responsible for managing the evaluation of their own submissions. This includes selecting reviewers, using rubrics to guide the evaluation process, and selecting winners.

Reviewers

Interest Groups are responsible for selecting their own reviewers for awards. It is essential to choose reviewers who can fairly and objectively evaluate nominations based on the provided criteria.

Reviewer details, including names and contact information, must be submitted to the National Office by **May 1**.

Rubrics

Rubrics help standardize the evaluation process by providing clear criteria and measures for assessing submissions. Interest Groups should develop rubrics that align with the award's purpose and give the reviewers a structured way to score or comment on entries.

Rubric criteria should be submitted to National Office by the provided deadline.

Sample Evaluation Measures:

1. **Likert Scale:**
 - Example: Rate originality, clarity, or relevance on a scale of 1–5 (1 = Poor, 5 = Outstanding).
2. **Checklist:**
 - Provide a yes/no or meets/does not meet format
 - Example: Submission includes all required materials: Yes / No
3. **Open-Ended Questions:**
 - Example: "Any additional comments?"
4. **Overall Ranking:**
 - Example: Rank the submissions in order of excellence (1=best)

Interest Groups are encouraged to tailor their rubrics to the unique goals of each award.

Selecting Winners

Once the review process is complete, Interest Groups are responsible for selecting winners based on the evaluations provided.

- **Discussion Among Reviewers:**
 - If a discussion is necessary to reach a consensus, Interest Groups must arrange and complete this before the end of the review period.
- **Recording Decisions:**
 - Once a winner is selected, this information must be entered into the awards portal by the designated deadline.
- **Notifying Winners:**
 - After the review period has ended and winners have been recorded in the awards portal, the National Office will email the winners directly to notify them of their selection.

Interest Groups should ensure timely communication and coordination to finalize winners and submit results within the established timeline.

RECOGNIZING AWARD WINNERS

Funding Options

Interest Groups can allocate funds from their annual budget for award plaques or monetary awards. If your group is interested in collecting donations, please contact [Jennifer Fletcher](#), Organizational Development Manager.

Award Plaques

Plaques are \$50 and can be ordered through the National Office. The deadline to request a plaque through the National Office is September 15.

Monetary Awards

To provide monetary awards, complete the Award Check Request Form by October 30. All award payments will be distributed the first week of December. Winners will have the option to sign up for direct deposit or request a physical check.

Certificates

For a cost-effective option, you may use the provided certificate template. Certificates can be printed or saved as PDFs and emailed to recipients unable to attend the convention. You can submit the Interest Group Reimbursement Form to reimburse any incurred costs.

Distribution

The National Office will handle the distribution of all award plaques and checks – Interest Groups are responsible for distributing certificates. Interest Group leaders can pick up award plaques at the Annual Convention for requests made prior to the September 15 deadline.

For winners who do not plan to attend the Convention, the National Office will coordinate the shipment of award plaques and checks.

PROMOTING AWARDS

The National Office will promote calls for nominations through the following channels:

- All-member emails when calls for nominations open.
- Social media platforms.
- The NCA website.
- Other official communication channels.

Interest Groups are encouraged to further promote their awards through:

- Submitting calls to COMMNotes.
- Using their group-specific listservs to directly engage members

APPENDIX

Appendix A—Example Call for Nominations

Global Communication and Media Division
Outstanding Research Article Award

The Global Communication and Media Division of the National Communication Association (NCA) is pleased to announce the Outstanding Research Article Award. This award recognizes exceptional scholarly articles that advance the understanding of global communication and media through theoretical, methodological, and practical contributions.

Criteria

Submissions will be evaluated on:

- **Originality:** The degree to which the article presents novel ideas or innovative approaches.
- **Theoretical Contribution:** The extent to which the article contributes to the development of theories in global communication and media studies.
- **Methodological Rigor:** The quality and appropriateness of the research design and methods.
- **Practical Implications:** The relevance and applicability of the research findings to real-world communication and media practices.
- **Clarity and Quality of Writing:** The overall readability, clarity, and presentation of the article

Eligibility

- Published in a peer-reviewed journal within the last calendar year.
- Primary focus on global communications or media.
- At least one author must be a member of the NCA Global Communication and Media Division.

Submission Requirements

Compile the following into a single PFD file:

1. A PDF of the article.
2. A brief statement (max 500 words) detailing how the submission meets the criteria
3. A nomination letter explaining the significance of the nominated article

Recognition

The selected winner(s) of this award will receive an award certificate or plaque and a \$500 cash prize and will be recognized at the GCMD business meeting during the National Communication Association's Annual Convention.

For more information, please contact:

Dr. Jane Doe

Chair, Global Communications and Media Award Committee

jane.doe@natcom.org