

Athletic Hall of Fame Policies and Procedures for Urbana University

Updated: 4/20/2011

Purpose

The Hall of Fame is established to pay tribute, to give deserved recognition, and to enhance school tradition by honoring former athletic letter-winners, coaches, and other contributors to the athletic program who have shown distinctive, unique, or exceptional ability while on campus or since graduation.

Criteria for the induction of former student-athletes**

- 1) The candidate must be an athletic letter-winner as reflected in official Urbana University records.
- 2) The candidate should be a graduate of Urbana University.
- 3) There must be a lapse of ten (10) years since the candidate last participated in athletics at Urbana University.
- 4) While athletic achievement is of prime importance, moral character and good citizenship during both undergraduate and post-graduate years will be taken into consideration.
- 5) Outstanding accomplishments after leaving Urbana University will also be a factor in the selection process.

Criteria for the induction of coaches**

- 1) Five (5) years must lapse after the completion of tenure as a coach at Urbana University.
- 2) The candidate has been, and is, an example of good character and citizenship.
- 3) Other factors that may influence the selection of a coach for induction include:
 - a) Won-lost record.
 - b) Longevity of coaching career.
 - c) Concern for the welfare of athletics and student-athletes.
 - d) Achievements of the coach's former athletes.
 - e) Outstanding achievements after leaving Urbana University.

Criteria for meritorious service inductees**

- 1) Candidates from this category include other graduates, faculty members, administrators, and/or friends of Urbana University.
- 2) The candidate made outstanding contributions in the area of athletics at Urbana University.
- 3) The candidate provided meritorious service to the athletic program at Urbana University.
- 4) A time lapse is relative, but the meritorious aspects must be prominent over a period of at least four (4) years.
- 5) The candidate has been, and is, an example of good character and citizenship.

*** Any of these requirements may be waived in extraordinary cases.*

Process of Nominations

- 1) To be considered for the current year's induction, a nomination must be received by the Urbana University Athletic Director by **May 15**. A potential nominee's consent must be received by the nominator before the process begins. Self-nominations are not permitted, but a nominee may/should assist the nominator with biographical information, suggestions for sources of letters of recommendation, etc.
- 2) Nominations must be detailed, including how the candidate meets the required criteria for eligibility and consideration. There is no nomination form, as those tend to be confining.
- 3) The nominator must sign the nomination and should view himself/herself as the "captain" of the nomination. Recommendations should be included from those who can help amplify the accomplishments and fabric of the candidate.
- 4) The Hall of Fame Chairman is available to advise the nominator, but not to do the nominator's work. The Chair should be consulted in advance of the nomination process to determine if a potential candidate may have already been nominated.
- 5) Once a nomination is received and eligibility is confirmed, the nomination remains eligible indefinitely. This issue should be revisited if a large pool of eligible nominations is accumulated.

Selection Committee and Process

- 1) The committee shall be composed of the following personnel: the Athletic Director, the Hall of Fame Chairman, the Sports Information Director, and one (1) appointment made by the Athletic Director. Appointments will be on a calendar year annual basis.
- 2) A maximum of two (2) candidates will be inducted in any one (1) year. Care will be exercised to ensure that our "pool" of candidates is not rapidly depleted so as to erode the quality of inductees in future years.
- 3) A simple majority of the committee constitutes election of candidate.
- 4) The Hall of Fame Chairman will maintain a list of prospective candidates for future years.
- 5) An induction will take place during each academic year, not necessarily each calendar year, and should be anchored by an intercollegiate athletic event on campus.
- 6) Changes may be made to the current Hall of Fame Policies and Procedures with a majority vote from the selection committee.