Protocol and Procedures for Establishing a CCCC Award

As a respected, learned society, CCCC boasts members who produce remarkable work, the very best of which the organization is pleased to honor each year at its annual Convention in March. Nominations for each award are brought forth by members and vetted by colleagues who are appointed by the CCCC Chair and who, along with staff, work diligently to make sure that the process is conducted with the utmost professionalism. While CCCC welcomes proposals to initiate awards, practical limitations such as the expense of staff time and budgetary restrictions must be taken into consideration before any new awards are established, as will the criteria given below. Finally, it's worth noting that awards given by CCCC are not intended to preclude the giving of awards by affinity groups such as Special Interest Groups and Caucuses, although the administration and, if needed, funding of such awards would be the sole responsibility of those groups, nor would the awards be granted in the name of CCCC.

Formal proposals for awards are submitted to the Executive Committee following the guidelines below. Before drafting a proposal, please consult the web-based inventory of awards currently given by CCCC, in order to forestall any redundancy of awards.

All applications to create an award within CCCC should be in writing and contain the following elements:
- The complete name of the award
- A rationale for the award, referencing how the award will further the mission of CCCC
- Any money needed, how that money is to be spent and the source of funding anticipated

All awards, having been submitted to the CCCC Executive Committee and approved, will operate under an initial, three-year trial period, at the end of which the Executive Committee will decide whether the award will continue to be given or rescinded. If an award fails to receive nominations for two consecutive years, it will come under the review of the Executive Committee, which may decide to terminate the award.