

## **School of Languages, Cultures, and World Affairs (SLCWA)**

### **Graeser Award**

*Established by the Alumni Association in 1954 in honor of the late Clarence A. Graeser, Professor of Modern Languages at the College of Charleston, this annual award recognizes one outstanding, graduating French, German or Spanish major as chosen by a committee representing the corresponding language departments.*

### **Graeser Award Selection Process: Annual Timeline and Procedures**

- 1) By April 1, the SLCWA Dean's Office confirms the membership, including the chair, of the Graeser Selection Committee with at least one representative from each of the following departments:

French, Francophone & Italian Studies  
German & Russian Studies  
Hispanic Studies

There may be no more than 2 committee members representing each department. Because departments often form sub-committees to select their respective Graeser candidates prior to the school-wide selection process, a maximum of 2 representatives per department is permitted. The LCWA Dean's Office will appoint one of the Graeser Selection Committee members as the chair.

Prior to April 1, each of the three departments will have already confirmed their single (1) nominee for the Graeser Award. At its discretion, a department may decline to present a nominee, but it still must have a representative on the selection committee.

- 2) The committee will meet BEFORE April 15 to select one student for the Graeser Award. Prior to this meeting, the committee chair will distribute the official, current Graeser Award rubric to all the committee members. In preparation for the meeting, the respective departmental representatives will do the following:
  - a) Complete the official Graeser Award rubric for their respective departmental nominees and bring copies of the form for distribution during the meeting; committee members should be prepared to share details of their nominee as related to the rubric categories.
  - b) Bring to the meeting copies of the nominee's complete and current College of Charleston academic transcript.
- 3) During the committee meeting, departmental representatives will review and confirm the rubric scores for each nominee, and the nominee with the highest score will be selected for the

Graeser Award. However, if there is a small difference between the scores of candidates, the committee may elect to deliberate further and re-examine the nominees' qualifications to ensure all qualifications are reviewed and discussed thoroughly, which could result in the committee's selection of a nominee who did not receive the highest raw score, but whose overall qualifications justified the selection.

- 4) By April 15, the committee chair will communicate the awardee selection to the SLCWA Dean's Office along with the student's CWID (student ID#) so that the \$100 monetary award can be processed. The Department of Hispanic Studies will prepare the award certificate using the template already on file; the award certificate will include the signatures of the department chairs of all three aforementioned SLCWA departments and the SLCWA Dean.