

Updated March 24, 2025

NACRA Awards Procedure Guidelines

The purpose of these guidelines is to provide transparency and direction on the nomination, selection and administration of awards given at the NACRA Annual Meeting. The NACRA Executive Board has oversight and responsibility for the implementation and amendment of these guidelines.

1. Awards Committee: In accordance with the NACRA Constitution and Bylaws, the committee will be chaired by the Immediate Past President. Committee Members will be selected by the Committee Chair from members on the Advisory Board, past award winners, and other NACRA members recommended by the Chair of the Advisory Board. For example, the committee members might include the most recent past presidents who comprise the committee that selects the NACRA Fellows. The Chair of the Awards Committee and Program Chair will work closely to ensure all cases worthy of consideration are nominated for awards.

2. Conflicts of Interest: No author may review or nominate their own case.

- a. If a case written by a Track Chair is eligible for an award, the Track Co-chair (or another independent person) will take over the Track Chair's responsibilities pursuant to the Awards process.
- b. If a case written by the Program Chair is eligible for an award, the Awards Committee Chair will take over the Program Chair's responsibilities pursuant to the Awards process.
- c. Cases written by the Chair of the Awards Committee are ineligible for awards.
- d. If a case written by a member of the Awards Committee is eligible for an award, the member may remove their case from consideration; if the member chooses to keep their case in consideration, the Chair of the Awards Committee will replace that member of the committee. Names for potential replacements will be solicited from the Advisory Board chair and the replacement selected by the Chair of the Awards Committee.

3. Minimum Requirements for Case Nominations: Cases nominated for awards must:

- a. Be submitted before the deadline through the submission system.
- b. Contain a complete case and a complete instructor's manual (teaching note).
- c. Be reviewed within the submission system by at least two independent reviewers.
- d. Receive at least one "Best Case" award recommendation (or receive at least one rating of "Superior Contribution") from the conference reviewers. Additionally, Track Chairs or Co-Chairs can nominate award-worthy cases that have not received this recommendation or rating during the review process.

4. Nominating Procedures: Track Chairs or Co-Chairs will forward the names of nominated cases (meeting the requirements listed in 2 and 3 above) to the Program Chair with sufficient time to be evaluated by the Awards Committee. The Program Chair will compile the nominations and forward to the Awards Committee by August 15 each year.

- a. Disciplinary Tracks (All English language cases): Cases may be eligible for several different awards. Track Chairs or Co-Chairs will be responsible for using the information in the submission system to determine awards eligibility for category awards. Track Chairs or Co-Chairs are permitted (but not required) to contact the authors of nominated cases for additional information needed to determine eligibility for category awards.

- i. **Best Case Awards:** These awards recognize the three best cases submitted for the conference as determined by the Awards Committee. Gold, Silver & Bronze.
 - ii. **Category Awards:** These awards will be considered if a category has four or more nominations, drawn from any of the English-language tracks.
 - 1. **Best Student Authored Case:** This award recognizes excellence in student authored cases. While students may receive faculty mentorship, cases and teaching notes, must be written by students and authorship must be solely by students.
 - 2. **Best Ethics Case:** This award recognizes the best case focused on ethics, CSR, governance, or sustainability.
 - 3. **Kay Guess Memorial Award:** This award recognizes excellence in cases focused on Accounting, Finance or Economics. This award was created to recognize the distinguished service of A. Kay Guess to NACRA and her contributions to case writing. The recipient of this award will receive \$200 USD.
 - 4. **Best Newcomer Case:** This award recognizes excellence in case writing by authors who are new NACRA members (i.e. have not submitted cases to previous NACRA conferences).
 - 5. **Ruth Green Award:** This award recognizes excellence in case writing by authors whose primary affiliation is with institutions outside North America.
 - 6. **Pedagogy Track Award:** This award recognizes the best paper or essay submitted for the Pedagogy Track. The recipient of this award will receive \$200 USD.
 - b. **Language Tracks (All non-English language cases):** If a language-specific track has four or more submissions, the track will be eligible for a “Best Case in Track Award”.
 - i. The Track Chair or Co-Chair is responsible for recruiting two experienced reviewers, who have not seen the current year’s submissions or reviewed for the track, and who are fluent in the language of the track, to determine and select the best case. If the track has more than three nominated cases, the Track Chair may use the reviews to determine the top three nominees to forward to the external reviewers. Even if there is only one nominee, the external reviewers will evaluate the case to see if it meets the quality standards required for a best case award.
 - ii. If the Track Chair is the author of a case nominated for an award, they will transfer their responsibilities pursuant to awards process to the Track Co-Chair. If the Co-Chair is also a nominated author (or the Track Co-Chair position is vacant), the Track Chair will transfer their responsibilities to the Chair of the Awards Committee. The Program Chair will assist the Chair of the Awards Committee in finding eligible external reviewers.
5. **Awards Committee:** The Committee members will independently evaluate the nominees and hold a teleconference meeting before the end of the first week of September to discuss nominees and determine the award winners. The Awards Committee Chair will:
- a. Recruit Awards Committee members before 1 August of each year.
 - b. Forward the cases and reviewer forms to the Awards Committee members by the third Monday of August.
 - c. Is responsible for the final decision regarding award winners based on the recommendations of the committee.
 - d. Procure the awards plaques and arrange shipment to the conference hotel or award winners.

- e. Manage and host the Awards ceremony at the conference.
7. Awards Selection: The committee is responsible for ensuring that only cases meeting the highest standards are given Conference awards. Therefore, if the nominees in any awards category fall below standards, the committee may choose to make no awards that year.
- a. The Awards committee will determine the selection process and criteria for English language cases.
8. Changes to NACRA Awards Procedure Guidelines: This document represent an attempt to make the NACRA Awards and the selection process for awards transparent to the NACRA membership and transferable to those responsible for implementing the awards program in the future. The authority to change the NACRA Awards are subject to the following limitations:
- a. The NACRA Executive Board has the authority to add new, change existing, and retire old awards. Changes should be announced with sufficient time for authors to conform to Award requirements. Awards may be named for noteworthy NACRA Members. Any monetary remuneration for awards must come from donations tied to each award. The NACRA Executive Board should consider the incentives afforded by awards and avoid creating incentives that work at cross purposes to NACRA's Mission.
 - b. The Awards Committee may make changes to the procedures in this document, with the approval of the NACRA Executive Board. The Awards Committee, Program Chair, and Track Chairs must coordinate amongst themselves when adapting the timeline for completing Award related tasks. NACRA Executive Board approval of timeline changes is not required. Timeline changes must provide all affected individuals with sufficient time to respond to the changes.