**Hall of Honor Guidelines**

Mount Saint Mary Academy founded by the Sisters of Mercy and rooted in the tradition of their foundress, Venerable Catherine McAuley, is dedicated to the education of young women for leadership. The Academy has a strong commitment to spiritual growth and development, to academic excellence, to compassion and concern, to self-awareness and responsibility. This values-centered education nurtures in the student a sense of reverence for all life and stresses the importance of being responsible in the global community. It marks a vibrant educational experience, a heritage of educating young women “for earth without unfitting them for heaven.”

The MSMA Hall of Honor was founded in 2006 as a means of recognizing and honoring members of the Mount community who demonstrate the Mercy Core Values in their personal and professional lives.

Every other year up to six honorees are inducted into the MSMA Hall of Honor. Honorees may be selected from the distinguished faculty/staff, friend/supporter category or the distinguished alumna category.

**Eligibility Criteria:**

**Faculty/Staff Member or Friend/Supporter Category**
Candidates must fulfill the following criteria:

The candidate must be a former or present faculty or staff member or a friend/supporter who:

1. has been affiliated with MSMA for at least 5 years;
2. has distinguished himself/herself by positively impacting the pursuit of excellence at MSMA; and
3. exemplifies attributes of leadership, character, and other qualities promoting the Mercy Core Values of justice, respect, compassion, integrity, and service.

Selections may be made posthumously.

**Alumna Category**
Candidates must fulfill the following criteria:

The alumna candidate must be a graduate of MSMA (five or more years after graduation), who in her life has:

1. promoted the Mercy Core Values of justice, respect, compassion, integrity, and service;
2. acknowledged the inherent value of every person and the unique potential of women; and
3. had a significant influence within her family, career, and society.

Selections may be made posthumously.
Procedures for Selecting Nominees:

Selection Committee
The MSMA Hall of Honor Selection Committee will select candidates based on the criteria presented in this document. Members of the Committee will include the Director of Institutional Advancement, the Spirit Committee Chair, the Director of Alumnae Relations, a member of the Administration, a faculty member, a member of the Board of Trustees, and an Alumnae Association representative. The Selection Committee will evaluate and vote upon the nominations submitted which fulfill the required criteria. The Selection Committee will require nominees to support their nominations. The Selection Committee may elect up to six candidates every other year. The Selection Committee will meet periodically to update the policies and procedures of the MSMA Hall of Honor.

Nomination Procedure
Nominees may be nominated by alumnae or friends of MSMA or may nominate themselves. A nomination form (see attached) must be filled out and submitted to the Selection Committee by the deadline in order to be considered for that year. Additional nomination forms are available from the office of the Director of Alumnae Relations. Nomination forms may also be downloaded from the MSMA website.

Induction Ceremony:
The Mount Saint Mary Academy Hall of Honor Induction Ceremony shall be held every other year. Hall of Honor inductees will receive an award and their names will be inscribed on a plaque in a prominent location in the school.