ISACA Awards Operations Manual

Version 1.

ISACA AWARDS PROGRAM

PURPOSE
ISACA recognizes outstanding contributions that advance our professional community and exemplify our purpose, values, and leadership. By acknowledging the individuals and achievements that have a positive impact on our global society, ISACA seeks to inspire future generations of business and technology professionals.

CATEGORIES
There are three categories of awards administered by ISACA International recognizing separate levels of achievements.

Global Achievement Awards: These are the highest awards presented by ISACA for exemplary and long-standing contributions to the organization and the business technology community.

Chapter Awards: These awards recognize outstanding contributions by chapters and individual chapter members in fulfilling the needs of ISACA and its professional community.

Certification Top Scores: The top scores for the CISA, CISM, CRISC, CGEIT and CSX Practitioner exams worldwide are recognized in the year following the exam.

OVERSIGHT AND ADMINISTRATION
The ISACA Awards Working Group will be formed each year to facilitate the peer review process in nominating and selecting all ISACA Global Achievement and Chapter Award recipients and will have oversight of the ISACA Awards policies and processes.

All award working group and reviewer volunteer appointments will be made by ISACA staff in accordance with the volunteer management application processes.

Revisions to this Operations Manual, including adding or removing awards from the award portfolio, may be made by a majority vote of the ISACA Awards Working Group.

ETHICS
Nominators, endorsers and any other person involved in the nomination or review process may not receive any monetary or non-monetary compensation for writing or supporting any part of the nomination package.

It is inappropriate for candidates to be part of writing the nomination package themselves.
Prospective candidates may not campaign for nominations. It is the quality and impact of the candidate’s contributions as described in the nomination form and endorsement letters that determines the recipient, not the quantity of nominations received for a single candidate.

**GLOBAL ACHIEVEMENT AWARDS**

**ELIGIBILITY CRITERIA**

**Nominators**
ISACA Membership or current ISACA employee status is required.

No one within the review or approval process may submit a nomination. This includes the members of the ISACA Awards Working Group and applicable reviewers as of the nomination deadline.

**Endorsers**
ISACA Membership is not required.

No one within the review or approval process may submit an endorsement letter. This includes the members of the ISACA Awards Working Group, applicable reviewers, or the ISACA Board of Directors as of the nomination deadline.

Current ISACA staff may not act as endorsers.

The nominator may not also act as an endorser.

**Candidates**
ISACA Membership is not required.

No self-nominations are permitted.

No one within the review or approval process may be nominated. This includes the members of the ISACA Awards Working Group, applicable reviewers, or the ISACA Board of Directors as of the nomination deadline.

Recipients are not eligible to receive more than one ISACA award (Global Achievement or Chapter) for the same accomplishment in a given year.

Deceased individuals are ineligible to be nominated. Posthumous awards may only be presented if the recipient was living at the time of the ISACA Awards Working Group approval.

Current ISACA staff and contractors are ineligible to be nominated.

Individuals may not receive the same award more than once in a three-year period.

Sponsored articles are eligible to be nominated for the ISACA Michael Cangemi Best Book/Author Award.
**Nomination and Selection Process:**
The ISACA Awards Working Group oversees the nomination and selection process of ISACA’s highest category of awards.

**Timeline:**
15 August: Nomination and endorsement letter deadline (for presentation the following calendar year)
September: Award reviewer evaluation and recommendation of recipients
October: ISACA Awards Working Group review of all Global Achievement and Chapter Award recipients and citations and make the final approval. The ISACA Board of Directors will be informed of the next slate of recipients following the Awards Working Group approval. Recipients will be notified and then the nominators of unsuccessful candidates.

The following calendar year: Awards presentation to rotate between North America CACS and Europe CACS.

**Administration:**
ISACA Awards are only to be presented in years with eligible nomination packages and at the discretion of the ISACA Awards Working Group. If the working group determines that no candidates are appropriate for a given award, the award may not be presented that year.

ISACA staff will collect all nominations and validate eligibility requirements prior to distributing the complete nomination dossiers to the reviewers and/or ISACA Awards Working Group for evaluation and scoring. A complete nomination dossier includes:
- A complete nomination form including all required fields.
- Up to three endorsement letters.

Once materials arrive at ISACA International, they are considered confidential and will not be shared outside of those who are not directly involved in the process. Endorsement letters will not be shared with a nominator without written approval by the endorser.

The applicable award reviewer group will evaluate all complete nominations except the Cangemi Award per the scoring rubric below:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
<th>SCORE (1 low – 5 high)</th>
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<tbody>
<tr>
<td>Evidence of inspirational leadership or model mentorship</td>
<td>25%</td>
<td></td>
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<tr>
<td>Contribution to advancing ISACA’s purpose, promise, and strategic initiatives and alignment with core values (One, Innovative, Dedicated, Accountable, Authentic)</td>
<td>25%</td>
<td></td>
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<tr>
<td>Impact of candidate’s achievements as related to the scope and criteria of this award.</td>
<td>20%</td>
<td></td>
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<td>Contributions to advancing new thought leadership</td>
<td>15%</td>
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Quality of the nomination and endorsement letters
- Precision, conciseness, and completeness of the nomination package presenting the candidate’s achievements in the best way
- Relevance of the evidence

Creativity in accomplishing objective (presentation, problem solving)

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<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
<th>SCORE (1 low – 5 high)</th>
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<tr>
<td>Contribution Impact: As expressed in the nomination form, facts are corroborated by verifiable citations and the community’s recognition</td>
<td>40%</td>
<td></td>
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<td>Contribution Quality: Quality and strength of the issues presented within the publication, including the effective use of evidence and originality of thought, ground breaking ideas and new perspectives/insights</td>
<td>30%</td>
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<tr>
<td>Recognition Timeliness: Appropriateness and relevance of the subject matter within the current environment of the global profession</td>
<td>10%</td>
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<tr>
<td>ISACA Relevance: Importance of the topic and relevance to the readership and ISACA’s professional community. This should include how well the publication serves or exemplifies ISACA’s purpose, promise and strategic initiatives and the author’s alignment with ISACA’s core values (One, Innovative, Dedicated, Accountable, Authentic)</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Quality of the nomination and endorsement letters: Precision, conciseness, and completeness of the nomination package presenting the candidate’s achievements in the best way</td>
<td>10%</td>
<td></td>
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</tbody>
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Score:
5: Nomination demonstrates candidate’s alignment with ISACA core values. Candidate exceeds performance expectations and has made significant and long-lasting contributions to ISACA, its members, and the global community.

3: Nomination demonstrates candidate is somewhat aligned with ISACA’s core values. Candidate has met performance expectations and may or may not have a wide-reaching or long-lasting impact on ISACA, its members, or the global community.

1: Nomination demonstrates that candidate is not aligned with all of ISACA’s core values. Candidate has not fully met performance expectations and the impact of the candidate’s achievements may be largely local or short-term.

In the event of a tie or close scores, the reviewers may provide a second review and straight rank of the top scorers to determine the recipient.

Awards administrators will forward the recommended recipients to the ISACA Awards Working Group for additional review, to confirm that no individual has been recommended for multiple awards, and to finalize the citations. The ISACA Awards Working Group may convene via teleconference and has the right to override the reviewers’ recommendations with just cause. A majority vote of the working group members (or a majority of individuals present on the call, so long as a quorum is present) will make the final determinations.

Recipients are not eligible to receive more than one ISACA award (Global Achievement or Chapter) for the same accomplishment in a given year. In situations where a candidate has been selected as the recipient for multiple awards in a given year, the ISACA Awards Working Group will determine whether or not the citation is for similar work. If it is determined that the same or similar work is being recognized in both proposed awards, the ISACA Awards Working Group will determine which award to present and may identify another eligible recipient for the other award.

Upon informing the ISACA Board of Directors of the recipients, a congratulatory letter from the ISACA Chair and/or CEO will be sent to each recipient. Nominators of unsuccessful candidates will be notified of the status of their nomination package. All nominations will be removed from the slate for consideration at the close of each nomination cycle, and nominators may choose to resubmit a new nomination package for future consideration.

All nomination documentation and working group deliberation is confidential and not to be shared outside of the ISACA Award reviewers, ISACA Awards Working Group and ISACA staff contacts.

PRESENTATION
The Global Achievement Awards will be presented during North America CACS (typically in odd-years) and Europe CACS (typically in even-years.)

Publicity: Award recipients will be acknowledged on the ISACA Awards portal, in social media outlets, and in ISACA publications including membership e-newsletters as appropriate. Recipients will be invited
to submit a post for the ISACA Now Blog and promoted via other public avenues as deemed appropriate by the ISACA Communications Department.

**Prize Items:**
Prize item for display

Complimentary registration to the CACS conference relative to the awards presentation

Coach airfare to the conference location within ISACA travel policies

3 nights hotel room and tax in the conference hotel

**GLOBAL ACHIEVEMENT AWARDS SCOPES AND DETAILS**

**ISACA Michael Cangemi Best Book/Author Award**
Scope: Recognizes an individual or co-authors for major contributions to ISACA publications in the field of IS audit, control, risk, governance and/or security.

Criteria for judging: The importance and relevance to ISACA’s readership of the issues addressed; the quality and strength of the issues presented, including the effective use of evidence; the originality of the ideas and insights presented; level of exposure achieved by the publication; evaluation of nominator and endorsers; timeliness of recognition; and quality of nomination.

**ISACA Eugene M. Frank Award for Meritorious Performance**
Scope: Recognizes an individual whose longstanding service in multiple roles including key volunteer leadership positions has contributed to ISACA’s global success.

Criteria for judging: Value of contributions to ISACA community, effectiveness of building consensus in leadership roles, ability to accomplish strategic initiatives, ability to inspire and mentor future volunteer leaders, evaluation of nominator and endorsers, timeliness of recognition, and quality of nomination.

**ISACA John Kuyers Award for Best Speaker**
Scope: Recognizes an individual for outstanding speaking achievements at an ISACA-sponsored event.

Criteria for judging: Value of contributions to ISACA community, relevance of content for the audience, conference attendee session feedback, quality of presentation, evaluation of nominator and endorsers, timeliness of recognition, and quality of nomination.

**ISACA John W. Lainhart IV Common Body of Knowledge Award**
Scope: Recognizes an individual for major contributions to the development and enhancement of the common body of knowledge used by the ISACA community.

Criteria for judging: Evaluation of nominator and endorsers, timeliness of recognition, quality of nomination, and applicability to at least one of the following areas: Demonstration of genuine technological novelty with new practices and/or approaches having global relevance; OR participation in the design, operation and evaluation of dissemination and extension strategies, either through the elaboration of materials or the development of activities that facilitate the knowledge generated by
their research to more general public; OR development of a work that is characterized by its originality, creativity and/or transcendence in the solution of key problems.

**ISACA Harold Weiss Award for Outstanding Achievement**  
Scope: Recognizes an individual for sustained contributions to the advancement of the governance of enterprise IT.

Criteria for judging: Improvements to business practices due to the adoption of enterprise IT governance on parameters such as value delivery, performance measurement, resource management, compliance management etc.; evaluation of nominator and endorsers; timeliness of recognition; and quality of nomination.

**ISACA Paul Williams Award for Inspirational Leadership**  
Scope: Recognizes an ISACA volunteer for inspirational leadership and exemplifying dedication to the organization and its members through a specific program or initiative.

Criteria for judging: Examples of inspirational volunteer leadership within the scope of the project, qualitative and quantitative descriptions and analysis of ISACA strategies accomplished, ability to build enthusiasm and consensus across ISACA constituencies for effective program implementation, evaluation of nominator and endorsers, timeliness of recognition, and quality of nomination.

**ISACA Chair’s Award**  
Scope: Recognizes an individual who has made an exceptional impact on ISACA or the business technology profession.

Criteria for judging: Selected by the ISACA Chair for an outstanding contribution to ISACA or the professional community in a given year. This award is not intended to be presented annually and only for exceptional achievements outside the scope of the ISACA Awards Portfolio.

**CHAPTER AWARDS**

These awards recognize outstanding contributions by chapters and individual chapter members in fulfilling the needs of ISACA and its professional community. Each award is presented in the following chapter-size categories:

- Small: 1-100 members
- Medium: 101 – 300 members
- Large: 301 – 800 members
- Very Large: 801+ members

**ELIGIBILITY CRITERIA**

Nominators  
ISACA Membership or current ISACA employee status is required.
No one within the review or approval process may submit a nomination. This includes the members of the ISACA Awards Working Group.

**Endorsers**
ISACA Membership is not required.

No one within the review or approval process may submit an endorsement letter. This includes the members of the ISACA Awards Working Group or the ISACA Board of Directors as of the nomination deadline.

Current ISACA staff may not act as endorsers.

The nominator may not also act as an endorser.

**Candidates**
ISACA Membership is required for the Outstanding Chapter Leader Award.

No self-nominations are permitted for the Outstanding Chapter Leader Award. Chapter members and officers may nominate their own chapter for the Innovation Program Award and/or Snipes Best Chapter Award.

No one within the review or approval process may be nominated. This includes the members of the ISACA Awards Working Group or the ISACA Board of Directors as of the nomination deadline.

Chapters are ineligible to receive the same award more than once in a three-year period. Individuals may not receive the Outstanding Chapter Leader Award more than once in a three-year period.

Recipients are ineligible to receive two ISACA awards (Global Achievement or Chapter) for the same accomplishment in a given year.

Deceased individuals are ineligible to be nominated. Posthumous awards may only be presented if the recipient was living at the time of the ISACA Awards Working Group approval.

Current ISACA staff are ineligible to be nominated.

Chapters must meet ISACA Chapter Compliance Standards as of the nomination deadline in order to be considered for the Innovative Program Award or K. Wayne Snipes Best Chapter Award.

**Nomination and Selection Process**

**Timeline**
The chapter award nomination schedule will align with the ISACA Global Achievement Awards nomination schedule with selection of the recipients in the year prior to presentation.

**Administration**
ISACA Chapter Awards are only to be presented in years with eligible nomination packages and at the discretion of the reviewers and ISACA Awards Working Group. If the working group determines that no candidates are appropriate for a given award, the award may not be presented that year.
Four award reviewer groups comprised of global volunteers will be formed for each size-category (small, medium, large, very large.) Volunteers will be assigned a category outside of their home-chapter size to avoid any conflicts of interest.

Each reviewer group will review the nominations for all three chapter awards in that respective size category and score the nominations according to the metrics assigned.

ISACA staff will collect all nominations and validate eligibility requirements prior to distributing the complete nomination dossiers to the respective reviewer for evaluation and scoring. A complete nomination dossier includes:

- A complete nomination form including all required fields.
- Up to three endorsement letters (for the Outstanding Chapter Leader and Innovative Program Awards).

Once materials arrive at ISACA International, they are considered confidential and will not be shared outside of those who are not directly involved in the process. Endorsement letters will not be shared with a nominator without written approval by the endorser.

In the event of a tie or close scores, the reviewers may provide a second review and straight rank of the top scorers to determine the recipient.

Award administrators will forward the recommended recipients to the ISACA Awards Working Group for additional review, to confirm that no individual has been recommended for multiple awards, and to finalize the citations. The ISACA Awards Working Group may convene via teleconference and has the right to override the reviewers’ recommendations with just cause. A majority vote of the working group members (or a majority of individuals present on the call, so long as a quorum is present) will make the final determinations.

Recipients are not eligible to receive more than one ISACA award (Global Achievement or Chapter) for the same accomplishment in a given year. In situations where a candidate has been selected as the recipient for multiple awards in a given year, the ISACA Awards Working Group will determine whether or not the citation is for similar work. If it is determined that the same or similar work is being recognized in both proposed awards, the ISACA Awards Working Group will determine which award to present and may identify another eligible recipient for the other award.

Upon informing the ISACA Board of Directors of the recipients, a congratulatory letter from the ISACA Chair and/or CEO will be sent to each recipient. Nominators of unsuccessful candidates will be notified of the status of their nomination package. All nominations will be removed from the slate for consideration at the close of each nomination cycle, and nominators may choose to resubmit a new nomination package for future consideration.

All nomination documentation and working group deliberation is confidential and not to be shared outside of the ISACA Award reviewers, ISACA Awards Working Group and ISACA staff contacts.

**PRESENTATION**
ISACA Chapter Awards will be presented at the respective funded regional leadership conference or at the Global Leadership Summit as the schedule permits.
Chapter representatives attending the conference will accept the K. Wayne Snipes Best Chapter Award and the Innovative Chapter Program Award on behalf of their chapter. Travel expenses will be part of the chapter grant for attending the conference.

Chapter leaders who receive the Outstanding Chapter Leader Award will be invited to attend the respective regional leadership conference or Global Leadership Summit.

**Prize Items**

Recipients of the K. Wayne Snipes Best Chapter Award and the Innovative Chapter Program Award will receive a prize item for the chapter to display as well as an electronic badge to share on their website.

Recipients of the Outstanding Chapter Leader Award will receive a prize item for display, registration and the following travel expenses to attend their regional or Global Leadership Summit presentation: up to US$1,000 travel expense reimbursement (in accordance with ISACA travel policies) and two-night’s room and tax at the host hotel.

**CHAPTER AWARD SCOPES AND DETAILS**

**K. Wayne Snipes Best Chapter Award**

**Scope:** Recognizes chapters that exceed service goals by actively supporting local membership and thus ISACA.

**Criteria for judging:** Creating impactful engagement programs offering local services to members; building relationships; effective communication techniques; inspiring membership growth and retention; support of ISACA initiatives; demonstration of fulfilling ISACA’s purpose and promise; evaluation of nominator and endorsers; timeliness of recognition; and quality of nomination.

**Innovative Chapter Program Award**

**Scope:** Recognizes an outstanding program implemented within an ISACA chapter that demonstrates an innovative approach to member engagement, continuing education or community outreach.

**Criteria for judging:** Innovative program design and implementation; the program’s impact on the local chapter and influence on the global community; efficient and effective use of resources; evaluation of nominator and endorsers; timeliness of recognition; and quality of nomination.

**Outstanding Chapter Leader Award**

**Scope:** Recognizes a Chapter Leader for his/her effective and inspiring leadership within the chapter resulting in increased member engagement and a positive impact on ISACA’s professional community.

**Criteria for judging:** Inspiring leadership skills; ability to think strategically concerning the chapter’s relationship with the greater ISACA community; ability to effectively lead programs and initiatives that increase member engagement; development of partnerships for the chapter; evaluation of nominator and endorsers; timeliness of recognition; and quality of nomination.
CERTIFICATION AWARDS
ISACA recognizes the individuals who achieve the top score in each of the ISACA certifications: CISA, CISM, CRISC, CGEIT, CSX Practitioner.

ELIGIBILITY CRITERIA AND RECIPIENTS
At the close of the last exam window or 31 December, whichever is later, ISACA will identify the individuals who achieved the highest score in a given exam in that year. The Certification Exam Top Scores will be presented for the following ISACA certifications: CISA, CISM, CRISC, CGEIT, CSX Practitioner.

PRESENTATION
The Certification Exam Top Score recipients will be recognized along with the Global Achievement Award recipients during North America CACS (typically in odd-years) and Europe CACS (typically in even-years.)

The presentation will take place in the year following the exam.

Prize Items
Prize item for display
Complimentary registration to the CACS conference relative to the awards presentation
Coach airfare to the conference location within ISACA travel policies
3 nights hotel room and tax in the conference hotel

APPROVALS
Version 1 of the ISACA Awards Operations Manual was approved by the ISACA Board of Directors on 11 November 2018.