Distinguished Achievement Awards  
University-level Guidelines 2019-2020

The Association of Former Students University Level Distinguished Achievement awards honor Texas A&M University faculty and staff members in the areas of teaching, research, student relations, graduate mentoring, extension/outreach/continuing education/professional development, administration, and staff support. Details of each award are described below. Each award consists of a $4,000 gift, a framed certificate, and an engraved watch.

These awards are funded by The Association of Former Students. The Office of the Dean of Faculties is responsible for issuing the award guidelines and managing the overall awards process.

Each college/area has its own coordinator who assists with the nomination process and the production of nomination packages. The names of the coordinators are listed in the Appendix I. Please contact those individuals with questions relating to nominations in a particular college or area. For general questions regarding these guidelines, you may contact Sandra Harnden, Office of the Dean of Faculties, at (979) 845-4274 or awardsprograms@tamu.edu.

Table 1. Timeline for the Association of Former Students Distinguished Achievements Awards

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 27, 2019</td>
<td>Submit selection committee names to Office of the Dean of Faculties by 5:00 p.m.</td>
</tr>
<tr>
<td>January 8, 2020</td>
<td>Submit award nominations to Office of the Dean of Faculties by 12:00 p.m.</td>
</tr>
<tr>
<td>January 22, 2020</td>
<td>Selection committee initial meeting Attendance MANDATORY for ALL committee members</td>
</tr>
<tr>
<td>March 9-20, 2020</td>
<td>Colleges/Areas must notify award recipients No later than 5 p.m. March 20, 2020</td>
</tr>
<tr>
<td>March 23-27, 2020</td>
<td>Recipients names released to the University community and news media</td>
</tr>
<tr>
<td>April 27, 2020</td>
<td>Distinguished Achievement Awards Ceremony</td>
</tr>
</tbody>
</table>

Eligibility Restrictions
1. A nominee must have completed 5 full years of service to the University by January 1, 2020. For teaching and research awards, the service need not be continuous so long as the nominee has been employed above the level of graduate student for a total of 5 years, and, for teaching awards only, so long as the person was budgeted at least part-time to teach for a total of 5 years.
2. Nominees must not have received a University-level Distinguished Achievement Award in the same category during the previous 10 years. However, 5 years after receiving an award, a person may be nominated for an award in a different category.

3. An individual may be nominated in two different award categories in the same year; however the college/unit must count that person twice in its allotted nominations (as outlined by the chart on page 9).

**Selection Committee Information**

Each member will be assigned to a sub-committee by the Dean of Faculties and will participate in the reading and evaluation of nomination packages and the selection of winners in that award category.

Sub-committees should hold additional meetings, as needed, between the time of the meeting and the time that voting ballots are completed. Electronic deliberations are allowable.

1. The specific number of individuals per category for each college are listed in the Table 2. College should email the names and contact information for Selection Committee member(s) to the Office of the Dean of Faculties, at awardsprograms@tamu.edu.

   **NOTE:** Notify Selection Committee members before submitting names to the Office of the Dean of Faculties to ensure willingness to serve and availability for the mandatory selection committee meeting (Table 1).

2. Individuals with the title of department head, dean, director of an A&M System member, assistant vice president, associate vice president, vice president, executive vice president, and president are not eligible to serve on the Selection Committee. However, individuals with titles that include the modifiers of assistant or associate for department head, dean, or director of an A&M System member may serve.

3. Except for the Dean of Faculties, who serves as the chair of the Selection Committee, no member may serve on the committee for more than two consecutive years.

4. Individuals who are nominated for awards may not serve on the Selection Committee. If an individual that is chosen for the committee ends up being nominated, please contact Sandra Harnden in the Office of the Dean of Faculties immediately with the name and contact information for a replacement.

5. Selection Committee members must be available to attend the mandatory selection committee meeting (Table 1), subsequent subcommittee meetings, and make time in their schedules to thoroughly review the nomination packages.

6. The identity of the members on the Selection Committee and the proceedings of the committee are confidential.

7. Great care should be taken to ensure that all members of the Selection Committee fully understand the significance of the awards and the necessity for maintaining the integrity of the awards.

8. You are encouraged to promote diversity reflective of the constituencies of Texas A&M University when choosing representatives for this Selection Committee.
# Table 2. Selection Committee Composition

<table>
<thead>
<tr>
<th>AFS Distinguished Achievement Award Selection Committee Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE/UNIT</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Provost &amp; Executive Vice President</td>
</tr>
<tr>
<td>Vice President for Administration and Finance and CFO</td>
</tr>
<tr>
<td>Vice President for Student Affairs (Division of Student Affairs)</td>
</tr>
<tr>
<td>Agriculture &amp; Life Sciences</td>
</tr>
<tr>
<td>Architecture</td>
</tr>
<tr>
<td>Bush School of Government &amp; Public Service</td>
</tr>
<tr>
<td>Education &amp; Human Development</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Geosciences</td>
</tr>
<tr>
<td>Liberal Arts</td>
</tr>
<tr>
<td>Mays Business School</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Veterinary Medicine &amp; Biomedical Sciences</td>
</tr>
<tr>
<td>Health Science Center</td>
</tr>
<tr>
<td>Law School</td>
</tr>
<tr>
<td>Texas A&amp;M University at Galveston</td>
</tr>
<tr>
<td>University Libraries</td>
</tr>
<tr>
<td>AgriLife Research and AgriLife Extension</td>
</tr>
<tr>
<td>TEES and TEEX</td>
</tr>
<tr>
<td>Center for Teaching Excellence</td>
</tr>
<tr>
<td>Faculty Senate</td>
</tr>
<tr>
<td>Corps of Cadets</td>
</tr>
<tr>
<td>Graduate Student Council</td>
</tr>
<tr>
<td>Student Government Association</td>
</tr>
<tr>
<td>The Association of Former Students</td>
</tr>
<tr>
<td><strong>TOTAL AFS-DAA COMMITTEE MEMBERS (79)</strong></td>
</tr>
<tr>
<td><strong>TOTAL AFS-GSA COMMITTEE MEMBERS</strong></td>
</tr>
</tbody>
</table>

*Graduate faculty members are preferred for the Graduate Student Award Selection Committee. These will be given to the Office of Graduate and Professional Studies and their office will be in contact regarding these awards. These members do not attend the AFS-DAA meeting in January 2020.*
Award Categories (See Appendix II for Award Category Rubrics)

Teaching (Ten awards)
Research (Six awards)
Individual Student Relationships (Two awards)
Graduate Mentoring Award (Two awards)
Extension, Outreach, Continuing Education, & Professional Development (One award)
Administration (One award)
Staff (Two awards)

Nomination & Selection Process

There are four steps in selecting the recipients of the University-level Distinguished Achievement Awards:

1. Designation of Selection Committee members by specified groups;
2. Call for nominations from specified groups;
3. Preparation of nomination packets by specified groups; and
4. Selection of recipients by Selection Committee.

The nomination process begins as soon as guidelines are released by the Office of the Dean of Faculties. Each group specified on the Nominations Chart is invited to solicit nominations by whatever means deemed appropriate. Individuals or groups not specified on the Nominations Chart should contact one of the specified groups to submit a nomination. We encourage nominators to promote diversity reflective of the constituencies of Texas A&M University in the nomination process.

Colleges may submit up to the total number of nominations for teaching as shown in Table 3. This total should be divided evenly between the Student Council and the Executive Committee for each college; however, if either body chooses not to forward nominations, the other may nominate for that vacancy, up to the stated maximum for the college.
<table>
<thead>
<tr>
<th>Nominating Authority</th>
<th>Teaching</th>
<th>Research</th>
<th>Student Relations</th>
<th>Graduate Mentoring</th>
<th>Extension/Outreach/CE/PD</th>
<th>Staff</th>
<th>Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the President</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Office of Provost &amp; Executive Vice President for Academic Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Vice President for Finance and Administration and CFO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Vice President for Student Affairs (Division of Student Affairs)</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A&amp;M at Galveston –Vice President Texas A&amp;M and President Texas A&amp;M at Galveston</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Texas A&amp;M at Qatar - Dean and CEO</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each College - Dean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Each College - Executive Committee</td>
<td>See Table 3</td>
<td>3</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Each College - Student Council</td>
<td>See Table 3</td>
<td></td>
<td>1</td>
<td></td>
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</tr>
<tr>
<td>University Libraries - Dean</td>
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<td>1</td>
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</tr>
<tr>
<td>Directors of Extension/Continuing Education for Each College &amp; the University</td>
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<td>1</td>
</tr>
<tr>
<td>Directors – AgriLife Research &amp; TEES</td>
<td>1</td>
<td></td>
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<td></td>
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<tr>
<td>Directors – AgriLife Extension &amp; TEEX</td>
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<td>1</td>
</tr>
<tr>
<td>Corps of Cadets Commander</td>
<td></td>
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<tr>
<td>Graduate Student Council President</td>
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<td></td>
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<td></td>
<td></td>
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<td>1</td>
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<tr>
<td>International Student Association President</td>
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</tr>
<tr>
<td>MSC Council President</td>
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<tr>
<td>Residence Hall Association</td>
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</tr>
<tr>
<td>Student Government Association President</td>
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</tr>
</tbody>
</table>

Note: A single individual may be nominated in two categories, but must be counted as one of the unit’s allotted nominations in each category.
Nomination Packet

The contents of each nomination packet should include the following elements in the order shown below. Nomination packets should be submitted using the pdf template to awardsprograms@tamu.edu. Do not include the Excel coversheet or the nominee’s jpeg headshot as part of the packet.

**NEW ELECTRONIC TEMPLATE MUST BE USED**

1. **Table of Contents**
2. **Biographical Summary**—**LIMIT: 300 words (one paragraph).** This paragraph should provide a concise summary of the nominee’s major achievements. It should include the following:
   A. Name of the nominee; current position; number of years employed at Texas A&M; highest degree received
   B. Career highlights, including selected awards and honors.
3. **Photograph**—Provide a separate JPEG file (at least 300 dpi) of a recent color headshot of the nominee for each electronic packet. **DO NOT include the photograph as part of the PDF nomination packet, only as a separate file.**
4. **Letter of Nomination**—**LIMIT: 4 PAGES**
5. **Detailed Biographical Data**—This information should be provided on the following items in the order listed:—**LIMIT: 10 PAGES**
   A. The name of nominee
   B. Current position (title, rank, department or unit)
   C. Number of years in the position
   D. Number of years at Texas A&M University
   E. Degrees held (source and date)
   F. Employment history (previous positions, years; list most recent first)
   G. Honors and awards
   H. Membership in professional and honorary societies (note offices held)
   I. List of articles and books published and professional accomplishments within the last five years. Particularly significant earlier accomplishments may be described in the letter of nomination.

6. **Letters of Endorsement**—There can be up to six letters of endorsement, not to exceed 6 pages total. These may be from any source. Please advise letter writers that the endorsements will be read and evaluated Selection Committee members who may or may not be familiar with the nominee's discipline. Thus, it is essential to make a case for the significance of the nominee’s accomplishments in the context of that discipline.

   **Strong preference will be given to packets which adhere to specified guidelines; if letters are over the specified page limit, the packet WILL be eliminated from consideration.**

   **REQUIRED** Complete the Letters of Endorsement Chart for each nominee. The chart should list all of the individuals, with their contact information, that submitted a letter of endorsement for the nominee.

   **NOTE:** At least two letters from current and/or former students are **REQUIRED for nominations in Teaching and Individual Student Relationships. These letters must be separate from the letter of nomination.**
All letters of endorsement should be addressed to:

Selection Committee
The Association of Former Students Distinguished Achievement Awards

However all letters should be mailed to the college/unit and included with the nomination packet. Letters should not be sent directly to The Association or to the Selection Committee.

7. Link to Publications—For nominations in the Research category only, links to publications are OPTIONAL. Links to no more than two outstanding publications or equivalent evidence of professional accomplishments may be included.

8. Restriction on wearing a gold watch - Recipients of the Distinguished Achievement Award receive a cash gift, a distinctive gold watch and a plaque. Please let us know if there are restrictions that would prevent the nominee from wearing gold. If so, we will provide an alternative. The information does not need to be included in the packet, but MUST be provided to the unit/college coordinator at the time of submission.

Helpful Tips & Information on Preparing Nomination Packets

1. Letters of nomination on teaching (Teaching Awards)—The letter writer should include indicators of teaching excellence and effectiveness such as:
   A. Numbers and types of courses taught
   B. Statements from student evaluations
   C. Summaries of student evaluations. Should summaries be given, longitudinal perspective must also be given
   D. Evidence of student outcomes as appropriate

2. Letters about teaching from colleagues (Teaching Awards)—Letters should include indicators of teaching excellence and effectiveness, such as:
   A. Evaluation of course syllabi, assignments, examinations and grading methods to determine levels of scope, rigor and quality
   B. Evaluation of nominee’s performance in classroom teaching situations
   C. Evaluation of the development of new courses or substantial revision of existing courses

3. Letters from significant persons outside of the University—Letters of support from significant persons outside of the University tend to have a much greater impact. In teaching, these include letters from students who have gone on to clearly successful careers or to graduate school or who have realized other personal benefits from the influences of the teacher. In research, letters from recognized and respected peers or experts in the field are strongly influential. In extension, letters from officials at other institutions who have interacted with the nominee are also included as strong support.

   NOTE: For Staff or Administration awards, letters should be sought from professional colleagues and others familiar with the nominee’s accomplishments beyond the expectations of the position. In this category, it is often difficult to obtain letters from outside Texas A&M University, or from former or current students who may not be familiar with the contributions of the staff member or administrator within the University.

4. Where applicable, evidence of strong student involvement and input into the nomination and decision making process should be included

5. Nomination closely follows the format requirements—Pay careful attention to the number of letters, length of sections (where specified), packaging, etc. Selection Committee members may rank a nomination low if the format requirements are not followed.

6. Prepare a package that is professional in appearance and proofread all documents— the professional appearance of a packet can have a marked effect on how it is perceived by the committee.
<table>
<thead>
<tr>
<th>Table 3. Teaching Award Nominations per College</th>
<th>May Nominate Up To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture &amp; Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Architecture</td>
<td>2</td>
</tr>
<tr>
<td>Bush School of Government &amp; Public Service</td>
<td>1</td>
</tr>
<tr>
<td>Education &amp; Human Development</td>
<td>4</td>
</tr>
<tr>
<td>Engineering</td>
<td>6</td>
</tr>
<tr>
<td>Geosciences</td>
<td>2</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>6</td>
</tr>
<tr>
<td>MAYS Business School</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Veterinary Medicine &amp; Biomedical Sciences</td>
<td>4</td>
</tr>
<tr>
<td>School of Law</td>
<td>1</td>
</tr>
<tr>
<td>University Libraries</td>
<td>2</td>
</tr>
<tr>
<td>Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>Medicine</td>
<td>2</td>
</tr>
<tr>
<td>Nursing</td>
<td>1</td>
</tr>
<tr>
<td>Rangel College of Pharmacy</td>
<td>2</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>1</td>
</tr>
</tbody>
</table>
### APPENDIX I:  Area Coordinators

<table>
<thead>
<tr>
<th>Area</th>
<th>Coordinator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture &amp; Life Sciences</td>
<td>Jamie Norgaard</td>
<td>(979) 845-5622 <a href="mailto:jnorgaard@tamu.edu">jnorgaard@tamu.edu</a></td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Joshua Harms</td>
<td>(979) 458-9292 <a href="mailto:j11harms@tamu.edu">j11harms@tamu.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Tommie Ward</td>
<td>(979) 845-1223 <a href="mailto:tward@arch.tamu.edu">tward@arch.tamu.edu</a></td>
</tr>
<tr>
<td>Science</td>
<td>Jennifer Holle</td>
<td>(979) 845-8817 <a href="mailto:jholle@science.tamu.edu">jholle@science.tamu.edu</a></td>
</tr>
<tr>
<td>Mays Business School</td>
<td>Missy Lund</td>
<td>(979) 845-4711 <a href="mailto:m-lund@tamu.edu">m-lund@tamu.edu</a></td>
</tr>
<tr>
<td>Veterinary Medicine &amp; Biomedical Sciences</td>
<td>Misty Skaggs</td>
<td>(979) 845-5051 <a href="mailto:m-skaggs@tamu.edu">m-skaggs@tamu.edu</a></td>
</tr>
<tr>
<td>Education &amp; Human Development</td>
<td>Fred Nafukho</td>
<td>(979) 847-8641 <a href="mailto:fnafukho@tamu.edu">fnafukho@tamu.edu</a></td>
</tr>
<tr>
<td>University Libraries</td>
<td>Pixey Mosley</td>
<td>(979) 862-1086 <a href="mailto:pmosley@tamu.edu">pmosley@tamu.edu</a></td>
</tr>
<tr>
<td>College of Engineering &amp; TEES</td>
<td>Nicole Abinajm</td>
<td>(979) 845-6363 <a href="mailto:nicole.abinajm@tamu.edu">nicole.abinajm@tamu.edu</a></td>
</tr>
<tr>
<td>Texas A&amp;M University at Galveston</td>
<td>Patrick Louchouarn</td>
<td>(409) 740-4409 <a href="mailto:louchoup@tamug.edu">louchoup@tamug.edu</a></td>
</tr>
<tr>
<td>Geosciences</td>
<td>Deborah Thomas</td>
<td>(979) 845-3651 <a href="mailto:dthomas@ocean.tamu.edu">dthomas@ocean.tamu.edu</a></td>
</tr>
<tr>
<td>Texas A&amp;M University at Qatar</td>
<td>Alia Fakhr</td>
<td>+974-4423-0155 <a href="mailto:alia.fakhr@qatar.tamu.edu">alia.fakhr@qatar.tamu.edu</a></td>
</tr>
<tr>
<td>Bush School of Government &amp; Public Service</td>
<td>Frank B. Ashley</td>
<td>(979) 845-7051 <a href="mailto:bushschooleadaam@tamu.edu">bushschooleadaam@tamu.edu</a></td>
</tr>
<tr>
<td>School of Law</td>
<td>Carol Pauli</td>
<td>(817) 212-4065 <a href="mailto:carol.pauli@law.tamu.edu">carol.pauli@law.tamu.edu</a></td>
</tr>
<tr>
<td>HSC- College of Medicine</td>
<td>Kelly Drake</td>
<td>(979) 436-0225 <a href="mailto:kdrake@tamu.edu">kdrake@tamu.edu</a></td>
</tr>
<tr>
<td>HSC- College of Pharmacy</td>
<td>Steve Peterson</td>
<td>(361) 593-4456 <a href="mailto:speterson@pharmacy.tamhsc.edu">speterson@pharmacy.tamhsc.edu</a></td>
</tr>
<tr>
<td>Division of Finance and Administration</td>
<td>Lisa Rosser</td>
<td>(979) 458-3950 <a href="mailto:lisa_rosser@tamu.edu">lisa_rosser@tamu.edu</a></td>
</tr>
</tbody>
</table>
APPENDIX II:  Award Category Rubrics
This award recognizes, encourages, and rewards superior classroom teachers—the individuals whose command of their respective discipline, teaching methodologies, pervasive caring, communication skills, and commitment to the learning process exemplify the meaning of teacher/mentor in its highest sense. This award is designed to distinguish those teachers who maintain high expectations of their students and ensure academic rigor in their courses. These teachers recognize their responsibilities in motivating and contributing to the overall development of their students as learners and future professionals.

<table>
<thead>
<tr>
<th>Teaching Measures*</th>
<th>Candidates Rate each of the candidates for each measure with 1 (adequate) to 5 (exceptional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Command of discipline and teaching methodologies</strong></td>
<td></td>
</tr>
<tr>
<td>Demonstrates strong expertise and passion for the discipline and the teaching of the discipline</td>
<td></td>
</tr>
<tr>
<td>Incorporates active and engaging learning strategies (e.g., in-class activities, group work, case studies, classroom assessment techniques)</td>
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<tr>
<td>Engages in high impact educational practices (e.g., capstone projects, service learning, internships, study abroad, undergraduate research)</td>
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<tr>
<td>Integrates technology or other innovations to enhance learning</td>
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<tr>
<td>Evidence of exceptional effectiveness with the teaching methods used</td>
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<tr>
<td>Has well-aligned course design with clear learning outcomes, learning activities, and assessments (both formative/low-stakes and summative/high-stakes)</td>
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</tr>
<tr>
<td>Evidence of improvement in student motivation and engagement, student learning outcomes, and related student achievement</td>
<td></td>
</tr>
<tr>
<td>Student and peer comments directly relate candidate's pedagogy to extraordinary student results and products</td>
<td></td>
</tr>
<tr>
<td><strong>Pervasive caring</strong></td>
<td></td>
</tr>
<tr>
<td>Genuinely cares about the students, their learning, and their personal and professional development</td>
<td></td>
</tr>
<tr>
<td>Creates sense of community and belonging in teaching/learning environment</td>
<td></td>
</tr>
<tr>
<td>Designs and facilitates an environment to maximize learning through acknowledging and valuing students and the unique cultural backgrounds and experiences they bring to the classroom</td>
<td></td>
</tr>
<tr>
<td>Actively listens to students; asks students for feedback</td>
<td></td>
</tr>
<tr>
<td>Demonstrated accessibility and effectiveness in mentoring/advising</td>
<td></td>
</tr>
<tr>
<td>Students written comments addressing care and positive impact of faculty</td>
<td></td>
</tr>
<tr>
<td><strong>Communication skills</strong></td>
<td></td>
</tr>
<tr>
<td>Communicates with students in ways that are clear, timely, understandable, reflective, and humanistic</td>
<td></td>
</tr>
<tr>
<td>Demonstrates respect and fairness</td>
<td></td>
</tr>
<tr>
<td>Evidence of student satisfaction with communication skills within teaching and learning environment</td>
<td></td>
</tr>
<tr>
<td><strong>Maintain high expectations and ensure academic rigor</strong></td>
<td></td>
</tr>
<tr>
<td>Sets high expectations for student learning and provide strong support for students to achieve the expectations</td>
<td></td>
</tr>
<tr>
<td>Provide clear learning outcomes and their rationale for student learning and development</td>
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</tr>
<tr>
<td>Motivates and empowers students to challenge and push themselves in learning and growth</td>
<td></td>
</tr>
<tr>
<td>Evidence of approaches used to support the learning of low, middle, and high performing students</td>
<td></td>
</tr>
<tr>
<td>Evidence of improvement in student learning</td>
<td></td>
</tr>
<tr>
<td><strong>Commitment to the learning process</strong></td>
<td></td>
</tr>
<tr>
<td>Is committed to a learning-centered teaching philosophy and to the learning and development of all students</td>
<td></td>
</tr>
<tr>
<td>Takes a scholarly approach to teaching—observe and identify a learning problem/opportunity, choose and implement an intervention based on literature/expert advice, collect evidence through assessments to evaluate the effect on learning, and inform the next steps for continuous improvement of teaching and learning</td>
<td></td>
</tr>
<tr>
<td>Remains up to date with disciplinary research and pedagogy through professional development activities</td>
<td></td>
</tr>
<tr>
<td>Actively engages in curricular improvements/innovations, e.g., develops teaching materials or resources for others or collaborates with other faculty on teaching or learning projects</td>
<td></td>
</tr>
<tr>
<td>Engages in scholarship in teaching and learning, e.g., conducts research on use and effectiveness of different modalities in classroom or teaching methods, presents at disciplinary or general teaching and learning conferences, and publishes on teaching and learning issues/projects</td>
<td></td>
</tr>
<tr>
<td>Mentors other faculty/graduate students in teaching and learning and engages in peer review of teaching</td>
<td></td>
</tr>
<tr>
<td>Participates in/leads teaching and learning committee work on program assessment and curriculum design</td>
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</tr>
<tr>
<td>Engages in disciplinary pedagogical development, faculty development, and curricular/educational reform through professional societies</td>
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</tr>
</tbody>
</table>

*The evidence listed under each category are typical for nominees who “exemplify the meaning of teacher/mentor in its highest sense” however there could be other relevant evidence. Every nominee should exhibit most of these in their teaching practice and have exceptional strength in some of them, but is not expected that they exhibit all of them.
Graduate Mentoring Award (Two awards)

This award recognizes, encourages, and rewards superior mentors of graduate students—those faculty or administrators who go well beyond advising by bringing their skills and commitment to a student’s learning and professional development as future teachers, practitioners, researchers, and scholars through mentoring. These mentors build the enthusiasm of others for their profession, help graduate students achieve their goals, and provide opportunities that will introduce students to a community of professionals who can also assist them in their development. Nominees for this award are dedicated to contributing to the overall development of their students as learners and future professionals.

NOTE: Both faculty members and administrators are eligible for this award, but nominees must be significantly engaged in mentoring.
Administrators should be nominated only for their mentoring activities, not for their administrative activities. For this award, a distinction is being made between advising (giving advice or counsel, such as in course selection) and mentoring (professional guidance and coaching). Individuals whose activities are limited to part-time advising should not be nominated for this award.

<table>
<thead>
<tr>
<th>Measured Areas</th>
<th>Candidates</th>
<th>Rate each of the candidates for each measure with 1 (adequate) to 5 (exceptional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaired to completion doctoral and masters graduates (numbers considered in context of the departmental patterns)</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Placement/achievement/success of graduates in academia or profession (e.g. could be demonstrated through prestigious professional or tenure-track positions, students receiving dissertation awards, students successful in publishing, securing grants, etc.)</td>
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<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Provided high quality mentoring program, course, or publication on student professional development to assist students</td>
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<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Demonstrates dedication to students as learners and future professionals (e.g. member of substantial number of graduate committees, received advising/mentoring award)</td>
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<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Introduce student professionally (at conferences, through letters, co-presenting with students) and support student scholarship (coauthor, invite on research team, or in other ways support student outside the classroom expectations.)</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
</tbody>
</table>
**Staff (Two awards)**

This award recognizes, rewards, and encourages a staff member who has contributed to the welfare of Texas A&M University through outstanding staff support beyond the expectations of the position. This award is designed to recognize individuals whose normal scope of service has been other than teaching, research, student relations, continuing education/extension/professional development, or administration.

**NOTE:** Persons eligible for this award may NOT hold the title of: vice-president, provost, dean, department head, director of A&M System member, or variations of these titles.

<table>
<thead>
<tr>
<th>Measures</th>
<th>Staff</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contributions toward job excellence</strong> – demonstrating performance on the job that is consistently outstanding and frequently outside the normal scope of prescribed duties.</td>
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<tr>
<td><strong>Innovation</strong> – demonstrating independent action and resourcefulness; encouraging new ideas and creativity; exhibiting leadership qualities within the context of position responsibilities; demonstrating other skills that exceed work expectations.</td>
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</tr>
<tr>
<td>Utilization of the University core values of respect, excellence, leadership, loyalty integrity, selfless service to guide their work.</td>
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<tr>
<td>Overall contributions to their department, University and the Texas A&amp;M System within the context of their job responsibilities.</td>
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</tbody>
</table>

**Total Average**
**Individual Student Relations (Two awards)**

This award recognizes, encourages, and rewards those employees whose professional relationships with students are particularly helpful and inspiring. The recipients of this award should exhibit concern for the welfare and development of students and should have demonstrated a willingness to meet the special needs of students while ensuring that students accept their responsibilities and strive to meet their own potentials. The two recipients of this award go beyond the requirements of their appointments to give time and effort to student growth and service. They offer guidance and encouragement in a spirit of mutual questing and shared expectations.

<table>
<thead>
<tr>
<th>Measures</th>
<th>Candidates</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Rate each of the candidates for each measure with 1 (adequate) to 5 (exceptional)</td>
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<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Student welfare</strong></td>
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<tr>
<td>Interest in student health and mental well-being</td>
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<tr>
<td><strong>Student development</strong></td>
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<tr>
<td>Consult and advise with students to provide insight about their dilemmas and opportunities</td>
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<tr>
<td><strong>Student-centered</strong></td>
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<tr>
<td>Meets specific needs of students</td>
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<tr>
<td><strong>High expectations</strong></td>
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<tr>
<td>Ensure students accept responsibility and strive to their potential</td>
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<tr>
<td><strong>Exceeds expectations</strong></td>
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<tr>
<td>Give time and effort to student growth and service beyond the requirements of the position</td>
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<tr>
<td><strong>Total Average</strong></td>
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</tbody>
</table>
**Administration (One award)**

This award recognizes, rewards, and encourages an administrator who has contributed to the welfare of Texas A&M University through outstanding administrative service beyond the expectation of the position. This award is designed to recognize the individual whose normal scope of service has been outside the areas described in the awards listed previously.

**NOTE:** Those eligible for this award hold the title of vice president, provost, dean, department head, director of A&M System member (e.g., TEES, AgriLife Research), or variations of these titles.

<table>
<thead>
<tr>
<th>Measures</th>
<th>Administration</th>
<th>Candidates</th>
<th>Rate each of the candidates for each measure with 1 (adequate) to 5 (exceptional)</th>
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<tbody>
<tr>
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<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td><strong>Operational Excellence</strong></td>
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<tr>
<td>Implements approaches that enhance productivity, efficiency, and quality. Demonstrated capacity for creative solutions.</td>
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<tr>
<td><strong>Exceptional Service</strong></td>
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<tr>
<td>Provides highly effective interactions with all stakeholders</td>
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<tr>
<td><strong>Impact</strong></td>
<td></td>
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<tr>
<td>Actions and accomplishments positively impact their unit and Texas A&amp;M as a whole</td>
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<tr>
<td><strong>Leadership</strong></td>
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<tr>
<td>Provides the vision to inspire, and the development to enable, others to achieve excellence.</td>
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<tr>
<td><strong>Communication</strong></td>
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<tr>
<td>Clearly articulates a vision, invites and clearly considers input, internal and external stakeholders are informed</td>
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<td><strong>Total Average</strong></td>
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</table>
**Extension, Outreach, Continuing Education, & Professional Development (One award)**

This award recognizes, encourages, and rewards a staff member, faculty member, or administrator who has brought credit to Texas A&M University through dedication, enthusiasm, attitude, and effectiveness in accomplishing his or her mission in a particular field of extension, continuing education, or professional development.

**NOTE:** Those eligible for this award must be actively and personally engaged in extension, outreach, continuing education, or professional development. The award is not designed for the oversight or administration of these activities.

<table>
<thead>
<tr>
<th>Measures</th>
<th>Candidates</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>1  2  3  4  5  6  7  8  9  10</td>
</tr>
<tr>
<td><strong>Recognized Excellence</strong></td>
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<tr>
<td>National and international recognition within the discipline</td>
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<tr>
<td><strong>Productivity</strong></td>
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<tr>
<td>Includes but not limited to grants, publications, programs implemented, patents, etc.</td>
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</tr>
<tr>
<td><strong>Impact</strong></td>
<td></td>
</tr>
<tr>
<td>Actions and accomplishments positively impact their unit and Texas A&amp;M as a whole</td>
<td></td>
</tr>
<tr>
<td><strong>Quality</strong></td>
<td></td>
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<tr>
<td>Quality of the products for, and interactions with, stakeholders (internal and external)</td>
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</tr>
<tr>
<td><strong>Communication</strong></td>
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<tr>
<td>Exemplary writing, speaking, listening and marketing skills</td>
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</tbody>
</table>

| Total Average |
This award recognizes, encourages, and rewards those individuals whose research efforts have been particularly significant and outstanding and are so recognized locally, nationally, and internationally. The results of these research efforts should have added substantially to the basic body of knowledge, have had significant societal impact, and/or inspired the discipline to expand in new research directions. These scholarly pursuits can take many forms. In the words of Vision 2020, “Research, as the creation of knowledge in the broadest sense, encompasses all forms of scholarship from creation of works of art and literature through evaluation and reorganization of knowledge to investigations into the preservation, transmission, and application of knowledge.”

<table>
<thead>
<tr>
<th>Measures</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rate each of the candidates for each measure with 1 (adequate) to 5 (exceptional)</td>
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<tr>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td><strong>Distinguished record of scholarly contributions with a wide impact</strong></td>
<td></td>
</tr>
<tr>
<td>Authorship or co-authorship of peer-reviewed articles in premier journals, prestigious conference proceedings, widely used scholarly books, artistic works, software or other professional documents</td>
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<tr>
<td>Extensive citations of published scholarly work</td>
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<tr>
<td>Measurable impact of research on the local and national communities</td>
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<tr>
<td><strong>Distinction as a scholar of national and international reputation</strong></td>
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<tr>
<td>Demonstrated through memberships, awards, and fellowships in prestigious academies</td>
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<tr>
<td>Major leadership roles in national academies and professional organizations</td>
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</tr>
<tr>
<td>Keynote speaker at premier conferences or professional meetings</td>
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<tr>
<td>Membership on review panels for prestigious national academies</td>
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</tr>
<tr>
<td><strong>Research innovation recognized through competitive and significant grants from major funding agencies.</strong></td>
<td>If this measure is not applicable to one’s discipline, the review team will take that into account during the evaluation</td>
</tr>
<tr>
<td>Evidence of the impact on the careers of graduate students, post docs, and junior faculty colleagues via significant mentoring roles</td>
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</tr>
<tr>
<td>Professional recognition of research productivity through appointment as editor, associate editor, or guest editor of prestigious journals in one’s field.</td>
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</tbody>
</table>

Total Average