



Distinguished Achievement Awards

University Level Guidelines 2009-10

SELECTION COMMITTEE NAMES DUE DECEMBER 4, 2009 (SEE PGS 10-11)

AWARD NOMINATIONS DUE JANUARY 29, 2010

Description of Awards

The Association of Former Students Distinguished Achievement Awards was established by the Board of Directors of The Association of Former Students and was first presented in 1955. The 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.

Coordination of Awards

These awards are funded by The Association of Former Students. The Office of the Dean of Faculties and Associate Provost 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 Appendix A, pages 13-14.* Please contact those individuals with questions relating to nominees in that particular college or area. Refer to the nomination chart on page 6 to determine the number and category of nominations to be submitted from each area.

For general questions regarding these guidelines, you may contact Erin Schneider at (979) 845-4274 or erinschneider@tamu.edu or Allison Sober at (979) 845-4274 or asober@tamu.edu.

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Categories of Awards

Teaching (Ten awards)

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 responsibility in motivating their students and contributing to the overall development of their students as learners and future professionals.

Research (Six awards)

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, contributed to the improvement of the quality of life, and/or encouraged additional research. 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.”

Individual Student Relationships (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.

Graduate Mentoring Award (Two awards)

This award recognizes, encourages, and rewards superior faculty mentors of graduate students – those faculty 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 are individuals who build enthusiasm for their profession in others, who help graduate students achieve their goals, and who 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. **Both faculty and administrators are eligible for this award, but they 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.**

Extension, Outreach, Continuing Education, and 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 their dedication, enthusiasm, attitude, and effectiveness in accomplishing their mission in the particular field of extension, continuing education or professional development in which they are engaged. **Those eligible for this award must be actively and personally engaged in the extension, outreach, continuing education, and professional development activity. The award is not designed for the oversight or administration of these activities.**

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. **Those eligible for this award hold the title of Vice President, Provost, Dean, Department Head, Director of System Parts (e.g. TEES, TAES), or variations of these titles.**

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. **Persons eligible for this award may NOT hold the title of: Vice-President, Provost, Dean, Department Head, Director of System Parts, or variations of these titles.**

Eligibility Restrictions on all University Level Awards

1. A nominee must have completed five full years of service to the University by January 1, 2010. For teaching and research awards, the service need not be continuous so long as the person has been employed above the level of graduate student for a total of five years, and, *for teaching awards only*, so long as the person was budgeted at least part-time to teach for a total of five years.
2. Nominees must not have received another AFS University Level award in the same category for a ten-year period following the award year. However, a person would be eligible for an award **in a different category** after five years. *For example: An individual who won a University Level award in Teaching in '99-'00 would not be eligible to receive another University Level award in the Teaching category until '09-'10. They would, however, be eligible to receive a University Level award in Administration (or any category other than Teaching) in '04-'05.* Winning a college level Distinguished Achievement Award for teaching does not affect eligibility for University Level awards in any category.

3. An individual may be nominated in two different award categories; however the college/unit must count that person twice in their allotted nominations (as outlined by the chart on page 6).

Nomination & Selection Process

There are four steps in deciding upon winners of the various University Level awards including: (1) solicitation of nominations by designated groups; (2) compilation of nomination packets by designated groups; (3) designation by specified groups of the members of the Selection Committee; and (4) selection of winners by these committees. Each of these steps is described below.

Solicitation of Nominations

(See tables below and on following page)

This process begins as soon as guidelines are released by the Office of the Dean of Faculties & Associate Provost. Each group designated on the table on the next page is invited to solicit nominations by whatever means it deems appropriate. Individuals and groups not listed who wish to make nominations should contact one of these designated groups to make their nominations known to that group for further consideration. An effort should be made to notify all faculty, staff, and students of the opportunity to nominate, and you are encouraged to promote diversity reflective of the constituencies of Texas A&M University in the nomination process.

The table below is for colleges eligible to nominate in the teaching category. Refer to the table to see how many nominations are allowed to forward in this category.

Nominations for Teaching Awards

Colleges may submit the total number of nominations for teaching as shown below. 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.

College	May Nominate Up To:
Agriculture & Life Sciences	4
Architecture	2
Bush School	1
Business School	4
Education & Human Development	4
Engineering	6
Geosciences	2
Liberal Arts	6
Science	4
Veterinary Medicine & Biomedical Science	4
Texas A&M Libraries	2

Nominations Chart 2009-10

Nominating Person/Group/Unit	<i>Teaching</i>	<i>Research</i>	<i>Student Relations</i>	<i>Graduate Mentoring</i>	<i>Exten/Outrch/ContEd/Prof Dev.</i>	<i>Staff</i>	<i>Admin.</i>
Office of the President	–	–	1	–	–	1	1
Each College - Dean	–	–	–	–	2	–	–
Each College - Executive Committee	*See chart, page 5	3	1	1	–	1	1
Each College - Student Council	*See chart, page 5	–	1	–	–	1	1
University Libraries - Dean		1	1			1	1
Directors of Extension/Continuing Education for Each College & The University	–	–	–	–	1	–	–
Texas A&M, Galveston - Vice President	2	1	1	1	–	1	1
Texas A&M, Qatar – Dean and CEO	2	1	1	1	–	1	1
Executive Vice - President & Provost	–	–	1	–	–	1	1
Vice-President - Facilities	–	–	–	–	–	4	1
Vice-President - Finance	–	–	–	–	–	2	1
Vice-President - Student Affairs	–	–	1	–	–	2	1
Directors - Agricultural & Engineering Experiment Stations	–	1	–	–	1	–	–
Directors - Agricultural & Engineering Extension Services	–	–	–	–	1	–	–
Corps of Cadets Commander	–	–	1	–	–	–	–
Graduate Student Council President	–	–	1	1	–	–	–
Student Government President	–	–	1	–	–	–	–
MSC Council President	–	–	1	–	–	–	–
International Student Association President	–	–	1	–	–	1	1
Residence Hall Association	–	–	1	–	–	–	–

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.

Preparation and Submission of Nomination Packets (All Categories)

Be sure to refer to the Nomination Chart to determine the number of nominations you may forward, and from which award categories. You are not required to forward all of the nominations you are allowed, you may choose to send fewer if you wish.

Packaging and Number of Hard Copies

For each nomination, prepare **15 copies** of each packet for the following award categories:

- Teaching
- Research

Prepare **10 copies** of each nomination for the following award categories:

- Administration
- Individual Student Relationships
- Graduate Mentoring
- Staff
- Extension/Outreach/Continuing Education/Professional Development

Each copy of a nominee's packet should be individually placed in a plain manila file folder. The tab must be marked with the name of the nominee and the award category. You may keep an original set at your location.

PDF (Electronic Copy-Required)

For each nomination packet, create a .pdf file **with bookmarks**, and organize items in the same order as in the hardcopy packet. Do not include the Excel coversheet as part of the packet; save it as a separate file (see below). Packets and cover sheets should be sent on a CD-Rom to Attn: Erin Schneider, Room 114, Henderson Hall, MS 1126.

Excel Cover Sheet (Required)

A single Excel spreadsheet from each nominating college/unit must accompany the nomination packages. The spreadsheet will list the names of all those nominated, their home department, the category for which they are nominated (e.g. teaching, research, etc.), and the nominating group. *Note: For colleges, a distinction should be made between nominations from the College Executive Committee, College Student Council, and College Dean.* This information will be cut and pasted onto a ballot form for the selection committee. Please ensure that all information is checked for spelling and accuracy. **A spreadsheet with category headings was attached with the initial distribution of these guidelines.** You may also find it at <http://dof.tamu.edu/faculty/awards/afs.php>.

All CDs and hardcopy originals, including the Excel spreadsheet, must be received no later than **5:00 p.m. on Friday, January 29, 2010**. Submit materials to Attn: Erin Schneider, Room 114, Henderson Hall, MS 1126.

Contents of the Packet

The contents of each individual's nomination packet should be in this order, as follows:

1. A Table of Contents
2. A Biographical Summary **LIMIT: 300 words** (one paragraph). This paragraph should provide a concise summary of the candidate's major achievements. It should include the following:
 - Name of the Nominee; current position; number of years employed at TAMU; highest degree received
 - Career highlights, including selected awards and honors.
3. A Letter of Nomination (limited to four pages)
4. Detailed Biographical Data. This information should be provided on the following items in the order listed:
 - 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. Should there be particularly significant accomplishments before the last five years, those may be described in the letter of nomination.

There is no limit to the number of overall pages in the biographical data section as long as the above guidelines for content are followed. Excessive length, however, is discouraged.

5. Letters of Endorsement. No more than six letters of endorsement (normally one page each) may be included. These may be from any source. Recommenders are suggested, especially those from the nominee's own discipline, to advise that letters will be read by selection committee members outside of the discipline; discussion of the nominee's accomplishments that are of a specialized or technical nature may need to have their significance explained for readers in other disciplines.
6. ***REQUIRED for nominations in Teaching and Individual Student Relationships: At least two letters from current and/or former students.***

Note: All letters of endorsement should be directed to: *Selection Committee, The Association of Former Students Distinguished Achievement Awards*, but should also be mailed to the college/unit and included with the nomination package. Letters should not be sent to the Association, or to the Selection Committee.

7. *OPTIONAL for Research Award Nominations*: Re-prints of no more than two outstanding publications or equivalent evidence of professional accomplishments may be included.

Helpful Tips and Information on Nomination Packets

1. **Letters of nomination on teaching (Teaching Awards)** - The letter writer should include indicators of teaching excellence and effectiveness such as:
 - Numbers and types of courses taught
 - Statements from student evaluations
 - Summaries of student evaluations. Should summaries be given, longitudinal perspective must also be given
 - Evidence of student outcomes as appropriate
2. **Letters about teaching from colleagues (Teaching Awards)** - Letter writers should include indicators of teaching excellence and effectiveness such as:
 - Evaluation of course syllabi, assignments, examinations and grading methods to determine levels of scope, rigor and quality.
 - Evaluation of candidate's performance in classroom teaching situations.
 - Evaluation of the development of new courses or substantial revision of existing courses.
3. **Letters from significant persons outside of the University** have a much greater impact than internal letters of support. 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.** This includes number of letters, length of sections (where specified), packaging, etc. Selected committee members may rank a nomination low if the format is 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.

Selection Committee and Committee Responsibilities

The committee will consist of about 65 members. Each member will be assigned to a sub-committee by the Dean of Faculties & Associate Provost, and participate in the reading and evaluation of nomination packages and the selection of winners in that award category.

Two mandatory committee meetings are currently scheduled for: **Wednesday, February 3, 2010, 4:00 - 5:00 PM, and Thursday, March 4, 2010, 3:30 – 5:00 PM.** Sub-committees may choose to have additional meetings in between.

1. Each group named in the table on page 11 of this document is asked to submit the names and contact information of individuals to serve on the University Level Selection Committee to this office no later than **Friday, December 4, 2009.** You may consult this table to see if you are being asked to submit any names. Please email contact information to Erin Schneider, Office of the Dean of Faculties & Associate Provost, at erinschneider@tamu.edu.

Notify your selected committee members before forwarding their names to the Office of the Dean of Faculties & Associate Provost to ensure they are willing to serve and will be available for both scheduled meetings.

2. Individuals who serve as administrators with the title of *Department Head, Dean, Director, Assistant Vice President, Associate Vice President, Vice President, Executive Vice President, and President* are **not eligible to serve on the Selection Committee**; however, those with *Assistant or Associate Department Head, Dean, or Director* titles may serve.
3. Except for the Chair of the Selection Committee (the Dean of Faculties & Associate Provost), no member may have served on the committee in the **past three 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 inform us immediately of your substitution.
5. ***Members must be available to attend both meetings*** and make time in their schedules to thoroughly examine and thoughtfully rate the nomination packages. Should a chosen member realize that he or she cannot make the full commitment, he or she should contact the Office of the Dean of Faculties & Associate Provost and the college's Dean's Office immediately, in order to ensure a substitute be placed in the member's absence.
6. The identity of the members on the Selection Committee remains confidential, as are the proceedings.
7. Great care should be taken to insure that all appointed members of the Selection Committee fully understand the significance of the awards and the necessity for maintaining the integrity of the awards.

8. One is encouraged to promote diversity reflective of the constituencies of Texas A&M University when choosing representatives for this Selection Committee.

Selection Committee Chart

<i>College / Unit</i>	<i>Faculty Reps</i>	<i>Staff Reps</i>	<i>Current Students</i>	<i>Former Students</i>
Agriculture & Life Sciences	3 faculty members	None this year	1 (appointed by Student Council)	
Architecture	3 faculty members	1 staff member	1 (appointed by Student Council)	
Education	3 faculty members	1 staff member	1 (appointed by Student Council)	
Dwight Look College of Engineering	3 faculty members	1 staff member	1 (appointed by Student Council)	
Geosciences	3 faculty members	None this year	1 (appointed by Student Council)	
Liberal Arts	3 faculty members	1 staff member	1 (appointed by Student Council)	
Science	3 faculty members	None this year	1 (appointed by Student Council)	
Veterinary Medicine	3 faculty members	1 staff member	1 (appointed by Student Council)	
Texas A&M Libraries	1 faculty member	1 staff member each year		
Bush School of Government	3 faculty members	1 staff member	1 (appointed by Student Council)	
Mays Business School	3 faculty members	None this year	1 (appointed by Student Council)	
Texas A&M University-Galveston	1 faculty member			
TAES/TCE	1 faculty member			
TEES/TEEX	1 faculty member			
Vice President of Facilities		1 staff member each year		
Vice President of Finance		1 staff member each year		
Vice President of Student Affairs		1 staff member each year		
The Association of Former Students				4 former students
Center for Teaching Excellence	1 faculty member			
Council of Principle Investigators	1 faculty member			
Distinguished Professors	1 faculty member			
Faculty Senate	1 faculty member			
Graduate Student Council	1 faculty member		1 student	
Student Government Association	1 faculty member		1 student	
TOTAL COMMITTEE MEMBERS (65)	40 Faculty	9 Staff	12 Current Students	4 Former Students

**Important Due Dates- Association of Former Students
Distinguished Achievement Awards University-Level 2009-2010**

December 4, 2009	Selection Committee Names Due to the Office of the Dean of Faculties & Associate Provost by 5:00 PM
January 29, 2010	Award Nominations Due to the Office of the Dean of Faculties & Associate Provost by 5:00 PM
February 3, 2010	First AFS Committee Meeting from 4:00 to 5:00 PM in Evans Library, Room 204E (<i>Attendance mandatory for all committee members</i>)
March 4, 2010	Second AFS Committee Meeting from 3:30 to 5:00 PM in Evans Library, Room 204E (<i>Attendance mandatory for all committee members</i>)
March 22, 2010	Colleges/Units Must Notify All Award Winners by 5:00 PM
April 29, 2010	AFS University-Level Awards Ceremony, 1:30 to 3:00 PM in Rudder Theatre

Please contact Erin Schneider at (979) 845-4274 or erinschneider@tamu.edu or Allison Sober at (979) 845-4274 or asober@tamu.edu with questions regarding deadlines.

APPENDIX A: List of College & Area Coordinators

Agriculture & Life Sciences

Texas AgriLife Research; Extension Service
Patricia Gerling
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Systems Relations*
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Architecture

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s-wade@archmail.tamu.edu

Bush School of Government

Sam Kirkpatrick
*Executive Associate Dean for Academic Affairs
and Management*
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Education & Human Development

Mary Alfred
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Geosciences

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Associate Dean for Academic Affairs
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Liberal Arts

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Look College of Engineering & TEES

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Manager, Engineering Faculty Services
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Mays Business School

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Associate Dean
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Science

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Veterinary Medicine & Biomedical Science

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TAMU Galveston

William Seitz
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Chief Academic Officer*
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seitzw@tamug.edu

Corps of Cadets

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Assistant Commandant
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Libraries

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Administrative Assistant
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Executive VP for Academics & Provost

Nancy Sawtelle
Director
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International Student Organization

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Texas Engineering Experiment Station

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MSC Council President

Luke Altendorf
Director of MSC & University Center Complex
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Vice President of Facilities

Polli Satterwhite
Executive Assistant to Vice President
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President's Office

Susan Ambrose
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Vice President of Finance

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Senior Administrative Coordinator
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Residence Hall Association

Charney Rydl
Interim Director
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Vice President of Student Affairs

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Student Government

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**Please contact Erin Schneider (979-845-4274) if there are any changes to this information.*