



**Distinguished Achievement Awards**  
*College Level Teaching Awards*  
*Guidelines 2009*

**Names of Award Winners Due Friday, June 26, 2009**

**Table of Contents**

<b>DESCRIPTION OF AWARDS</b>	<b>2</b>
<b>TEACHING AWARDS</b>	<b>2</b>
<i>ELIGIBILITY GUIDELINES FOR COLLEGE TEACHING AWARDS</i>	<b>2</b>
<b>LIBRARIANSHIP AWARD</b>	<b>3</b>
<i>ELIGIBILITY GUIDELINES FOR LIBRARIANSHIP AWARD</i>	<b>3</b>
<b>COORDINATION OF COLLEGE TEACHING AWARDS</b>	<b>3</b>
<b>NOMINATIONS</b>	<b>3</b>
<b>SELECTION COMMITTEE FOR COLLEGE TEACHING AWARDS</b>	<b>4</b>
<b>COORDINATION OF LIBRARIANSHIP AWARD</b>	<b>4</b>
<b>SOURCES OF NOMINATIONS (ALL AWARDS)</b>	<b>5</b>
<b>PREPARATION AND SUBMISSION OF NOMINATION PACKETS</b>	<b>6</b>

## Description of Awards

Each award consists of a \$2,000 gift and a framed certificate. The purpose and philosophy of each award, as determined by Texas A&M University and The Association of Former Students, is described below:

### **Teaching Awards**

These awards are to recognize, encourage, and reward the superior classroom teachers—those 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 who ensure academic rigor in their courses. Distinguished teachers recognize their responsibility in motivating and contributing to the overall development of the student.

The following number of awards will be given:

Agriculture & Life Sciences (3)	Liberal Arts (4)
Architecture (2)	Science (4)
Mays Business School (3)	Veterinary Medicine & Biomedical Sciences (2)
Bush School (1)	Library (1) [ <i>Librarianship Award-- See next section</i> ]
Education & Human Development (2)	Texas A&M Univ at Galveston (1)
Engineering (4)	Texas A&M Univ at Qatar (1)
Geosciences (2)	

### *Eligibility Guidelines for College Teaching Awards*

A Texas A&M faculty member is eligible if he or she has not received another AFS College-Level Teaching Award in the last five years, and has completed three full years of service to the University (budgeted at least part-time to teach) by January 1, 2009. The service need not be continuous so long as the person's employment involved teaching in a position above the level of graduate student during the three-year period. *Note:* Having received an AFS University-level award does not affect eligibility.

## **Librarianship Award**

One award is presented to reward, encourage, and recognize a librarian who has made superior contributions to the University through outstanding accomplishment, dedication, and service on behalf of all students.

- Each college may make one nomination for the librarianship award.
- The Dean of the Libraries may submit up to two nominations.
- The Director of the Williams Library at Galveston may submit one nomination.

### *Eligibility Guidelines for Librarianship Award*

A librarian is eligible if he or she has not received another Librarianship or AFS College Teaching Award in the last five years, and has completed three full years of service to the University (budgeted at least part-time to teach) by January 1, 2009. The service need not be continuous so long as the person's employment involved teaching in a position above the level of graduate student during the three-year period.

## **Coordination of College Teaching Awards**

### **Due Dates:**

- The college will determine the due date for submission of nominees' packages.
- Forward the names of your college's award recipients to *Erin Schneider, Office of Dean of Faculties and Associate Provost, Mail Stop 1126, (Henderson Hall 114)* by **5pm on Friday, June 26, 2009**.

Each college should assign the Associate Dean for Student Affairs or another designee to coordinate the selection process for the college. This individual will work with student and faculty groups to determine nominees from the Student Council(s) and the Faculty Advisory Committee. In case of duplicate nominations, the college coordinator should ask that only one group compile a nomination packet, but that both groups provide a letter of nomination or endorsement (resulting in one extra letter in the packet).

Coordinators should determine and announce the due date for all nominations in their college.

### **Selection Committee for College Teaching Awards**

The college coordinator should meet with representatives from the Faculty Advisory Committee and representatives of the Student Council to decide on the size and composition of the selection committee. Once the size and composition of the selection committee have been decided, the college coordinator will temporarily refrain from further involvement in the process. The specific faculty and students named to participate on the selection committee will be appointed by the Student Council and Faculty Advisory Committee, in compliance with the guidelines below:

1. The committee should have a good mix of faculty and students, consisting of current students (both graduate and undergraduate) and former students. It is recommended that past winners of the college level awards be asked to serve on the selection committee.
2. You are encouraged to promote diversity reflective of the constituencies of TAMU in the selection of committee members.
3. A chair must be appointed for the committee. The chair's function will be to preside, conduct the meetings, and count the votes, in addition to being a voting member.
4. Great care should be taken to ensure that all of the appointed members of the selection committee fully understand the unusual significance of the awards and the necessity for maintaining the integrity of the awards.
5. No faculty member currently under consideration for an award may serve on the selection committee.
6. No individual should serve on the selection committee more than once every three years.
7. A list of past year's selection committee members should be retained by the coordinator.
8. Individuals who serve as administrators are not eligible to serve on the selection committee.
9. The identity of the members of the selection committee and the proceedings of the committees must be kept confidential.
10. The committee should keep the names of award nominees confidential.

Once the award recipients have been selected by the college committee, their names should be forwarded to *Attn: Erin Schneider, Office of Dean of Faculties and Associate Provost, Mail Stop 1126, (Henderson Hall 114)*.

### **Coordination of Librarianship Award**

The coordinators for the Librarianship award are Sharon Alderete, Assistant to the Dean of the Libraries (862-1239; [Salderet@lib-gw.tamu.edu](mailto:Salderet@lib-gw.tamu.edu)), and Joyce Thornton, Director of Personnel at the Texas A&M Libraries (979-862-4232; [jkthon@tamu.edu](mailto:jkthon@tamu.edu)). Nomination packets should be addressed to Ms. Thornton.

1. The Librarianship Award Coordinators will determine and announce the due date for nomination packets.
2. The coordinators will form and call together a selection committee for the Librarianship Awards.

The composition of the selection committee for the Librarianship Award will be as follows:

- Four Evans Library faculty members
- One member of the Medical Sciences Library staff
- One member of the Williams Library staff
- Two students (one each to be recommended by the Evans Library Council and the Medical Sciences Library Council)
- One former student recommended by the Evans Library Council

The same general rules and spirit of the nomination and selection process should be followed in the Librarianship Award selection process and committee as for the college level teaching awards (see items 1-10 under “Selection Committee for College Teaching Awards”).

3. Once the Librarianship award recipient has been selected by the Libraries Committee, the name should be sent to *Attn: Erin Schneider, Office of Dean of Faculties and Associate Provost, Mail Stop 1126 (Henderson Hall 114)*, by **5:00 p.m. on Friday, June 26, 2009**.

### **Sources of Nominations (all awards)**

The Student Council(s) and Faculty Advisory Committee in each unit are asked to solicit nominations by whatever means they deem appropriate. An effort to notify all faculty, staff, and students of the opportunity to nominate should be made. Nominations from students are to be solicited by the student council of each college; nominations from faculty and staff are to be solicited by the faculty advisory committee of each college. Student councils should also notify the club advisors and presidents in the department so their college will be advised of the need for nominations; those groups may wish to submit dossiers to the councils for consideration. Individuals and groups who wish to make nominations should contact one of these designated groups to make their nominations known to that group for further consideration. Any other means of soliciting nominations will be left up to the student councils and faculty advisory committees.

### **Preparation and Submission of Nomination Packets**

For each nomination, the college or library coordinator will determine the number of copies of each packet needed for their college. These packets should be placed in manila folders clearly marked with the name of the nominee on the tab. Student Councils needing administrative support (typing of letters, making long distance phone calls, etc.) may obtain it from the office of their college or library coordinator.

The contents of each packet should be as follows:

1. Table of Contents
2. Letter of Nomination (limited to four pages)
3. Biographical Data. This information should be provided on the following items in the order listed:
  - a. Name of Nominee
  - b. Current position (title, rank, department or unit)
  - c. Number of years in this 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 (if there are particularly significant accomplishments before the last five years, those should be included in the letter of nomination).
  - j. No more than six letters of endorsement, normally one page in length each. Letters of endorsement may be provided from any source.
  - k. The Association of Former Students as well as Selection Committees look for strong student involvement and input into the nomination and decision making process.

If you have additional questions please contact your college coordinator or Erin Schneider, Program Coordinator, Office of Dean of Faculties and Associate Provost, (845-4274; [erinschneider@tamu.edu](mailto:erinschneider@tamu.edu)).