



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

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

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

AFS Distinguished Achievement Award Selection Committee Composition				
COLLEGE/UNIT	FACULTY REPS	STAFF REPS	STUDENTS	GRADUATE STUDENT AWARD REPS
Provost & Executive Vice President		1 staff member each year		
Vice President for Administration and Finance and CFO		1 staff member each year		
Vice President for Student Affairs (Division of Student Affairs)		1 staff member each year		
Agriculture & Life Sciences		1 staff member		1 faculty member*
Architecture	None this Year	1 staff member		1 faculty member*
Bush School of Government & Public Service	1 faculty member	None this Year		1 faculty member*
Education & Human Development	None this Year	1 staff member		1 faculty member*
Engineering	1 faculty member	None this Year		1 faculty member*
Geosciences	None this Year	1 staff member		1 faculty member*
Liberal Arts	1 faculty member	None this Year		1 faculty member*
Mays Business School	None this Year	1 staff member		1 faculty member*
Science	1 faculty member	None this Year		1 faculty member*
Veterinary Medicine & Biomedical Sciences	None this Year	1 staff member		1 faculty member*
Health Science Center	1 faculty member	None this Year		1 faculty per college* (total 5)
Law School	None this Year	1 staff member		1 faculty member*
Texas A&M University at Galveston	1 faculty member	None this Year		
University Libraries	1 faculty member			1 faculty member*
AgriLife Research and AgriLife Extension	1 faculty member			
TEES and TEEEX	1 faculty member			
Center for Teaching Excellence	1 faculty member			
Faculty Senate	1 faculty member			
Corps of Cadets		1 staff member each year		
Graduate Student Council	1 faculty member		1 current student	
Student Government Association	1 faculty member		1 current student	
The Association of Former Students			4 former students	
TOTAL AFS-DAA COMMITTEE MEMBERS (79)	13 Faculty	11 Staff	6 Students	
TOTAL AFS-GSA COMMITTEE MEMBERS				17

**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 4. Nominations Chart

Nominating Authority	Teaching	Research	Student Relations	Graduate Mentoring	Extension/Outreach/CE/PD	Staff	Admin
Office of the President			1			1	1
Office of Provost & Executive Vice President for Academic Affairs			1		1	1	1
Vice President for Finance and Administration and CFO						6	2
Vice President for Student Affairs (Division of Student Affairs)			1			2	1
Texas A&M at Galveston –Vice President Texas A&M and President Texas A&M at Galveston	2	1	1	1		1	1
Texas A&M at Qatar - Dean and CEO	2	1	1	1		1	1
Each College - Dean					2		
Each College - Executive Committee	See Table 3	3	1	1		1	1
Each College - Student Council	See Table 3		1			1	1
University Libraries - Dean		1	1			1	1
Directors of Extension/Continuing Education for Each College & the University					1		
Directors – AgriLife Research & TEES		1			1		
Directors – AgriLife Extension & TEEX					1		
Corps of Cadets Commander			1				
Graduate Student Council President			1	1			
International Student Association President			1			1	1
MSC Council President			1				
Residence Hall Association			1				
Student Government Association President			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.

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 3. Teaching Award Nominations per College	May Nominate Up To
Agriculture & Life Sciences	4
Architecture	2
Bush School of Government & Public Service	1
Education & Human Development	4
Engineering	6
Geosciences	2
Liberal Arts	6
MAYS Business School	4
Science	4
Veterinary Medicine & Biomedical Sciences	4
School of Law	1
University Libraries	2
Dentistry	2
Medicine	2
Nursing	1
Rangel College of Pharmacy	2
School of Public Health	1

APPENDIX I: Area Coordinators

Agriculture & Life Sciences

Texas A&M AgriLife; Texas AgriLife Extension
Jamie Norgaard
(979) 845-5622
jnorgaard@tamu.edu

Architecture

Tommie Ward
Assistant to the Dean
(979) 845-1223
tward@arch.tamu.edu

Mays Business School

Missy Lund
(979) 845-4711
m-lund@tamu.edu

Education & Human Development

Fred Nafukho
Associate Dean for Faculty Affairs
(979) 847-8641
fnafukho@tamu.edu

College of Engineering & TEES

Nicole Abinajm
(979) 845-6363
nicole.abinajm@tamu.edu

Geosciences

Deborah Thomas
Dean for the College of Geosciences
(979) 845-3651
dthomas@ocean.tamu.edu

Bush School of Government & Public Service

Frank B. Ashley
Senior Associate Dean
(979) 845-7051
bushschooleadaam@tamu.edu

HSC- College of Medicine

Kelly Drake
Manager
(979) 436-0225
kdrake@tamu.edu

Liberal Arts

Joshua Harms
Administrative Coordinator
(979) 458-9292
j11harms@tamu.edu

Science

Jennifer Holle
Assistant to the Dean
(979) 845-8817
jholle@science.tamu.edu

Veterinary Medicine & Biomedical Sciences

Misty Skaggs
Chief of Staff
(979) 845-5051
m-skaggs@tamu.edu

University Libraries

Pixey Mosley
Associate Dean for Administrative and Faculty Services
(979) 862-1086
pmosley@tamu.edu

Texas A&M University at Galveston

Patrick Louchouart
Vice-President for Academic Affairs
(409) 740-4409
louchoup@tamug.edu

Texas A&M University at Qatar

Alia Fakhr
Executive Assistant to the Dean and CEO
+974-4423-0155
alia.fakhr@qatar.tamu.edu

School of Law

Carol Pauli
University and External Awards Coordinator
(817) 212-4065
carol.pauli@law.tamu.edu

HSC- College of Pharmacy

Steve Peterson
Associate Dean
(361) 593-4456
speterson@pharmacy.tamhsc.edu

Division of Finance and Administration

Lisa Rosser
Senior Administrative Coordinator
(979) 458-3950
lisa_rosser@tamu.edu

APPENDIX II: Award Category Rubrics

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

Teaching										
Measures*	Candidates									
	Rate each of the candidates for each measure with 1 (adequate) to 5 (exceptional)									
	1	2	3	4	5	6	7	8	9	10
<u>Command of discipline and teaching methodologies</u>										
Demonstrates strong expertise and passion for the discipline and the teaching of the discipline										
Incorporates active and engaging learning strategies (e.g., in-class activities, group work, case studies, classroom assessment techniques)										
Engages in high impact educational practices (e.g., capstone projects, service learning, internships, study abroad, undergraduate research)										
Integrates technology or other innovations to enhance learning										
Evidence of exceptional effectiveness with the teaching methods used										
Has well-aligned course design with clear learning outcomes, learning activities, and assessments (both formative/low-stakes and summative/high-stakes)										
Evidence of improvement in student motivation and engagement, student learning outcomes, and related student achievement										
Student and peer comments directly relate candidate's pedagogy to extraordinary student results and products										
<u>Pervasive caring</u>										
Genuinely cares about the students, their learning, and their personal and professional development										
Creates sense of community and belonging in teaching/learning environment										
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										
Actively listens to students; asks students for feedback										
Demonstrated accessibility and effectiveness in mentoring/advising										
Students written comments addressing care and positive impact of faculty										
<u>Communication skills</u>										
Communicates with students in ways that are clear, timely, understandable, reflective, and humanistic										
Demonstrates respect and fairness										
Evidence of student satisfaction with communication skills within teaching and learning environment										
<u>Maintain high expectations and ensure academic rigor</u>										
Sets high expectations for student learning and provide strong support for students to achieve the expectations										
Provide clear learning outcomes and their rationale for student learning and development										
Motivates and empowers students to challenge and push themselves in learning and growth										
Evidence of approaches used to support the learning of low, middle, and high performing students										
Evidence of improvement in student learning										
<u>Commitment to the learning process</u>										
Is committed to a learning-centered teaching philosophy and to the learning and development of all students										
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										
Remains up to date with disciplinary research and pedagogy through professional development activities										
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										
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										
Mentors other faculty/graduate students in teaching and learning and engages in peer review of teaching										
Participates in/leads teaching and learning committee work on program assessment and curriculum design										
Engages in disciplinary pedagogical development, faculty development, and curricular/educational reform through professional societies										
Total Average										

*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.

