

Procedures for the Regions Bank – Division of Agriculture, Forestry, and Veterinary Medicine Superior Faculty Awards

1. **Nominations:** The Dean or Director of each of the six DAFVM units (CALs, CFR, CVM, FWRC, MAFES, and MSU-ES) shall appoint a Nomination Committee comprised of no less than five faculty members. The Dean or Director shall charge each committee to initiate nominations from each of his/her units and to coordinate preparation of application packets. Committee members are excluded from being nominated for these awards. Each committee should solicit and provide nominations from each unit as described below. A Nomination Form is included in this packet. The committees are also responsible for preparation of the application packets for all nominees (see details in #2). Major DAFVM college and unit award winners (see list of awards in #6 below) from the previous two years will automatically be nominated for these awards. Thus, Nomination Committees should prepare and submit packets for these nominees from their respective units. Since there are currently no unit awards given in certain categories such as the international category, the Nomination Committee from each unit may nominate one individual award after soliciting recommendations from faculty, staff and students. Specifically, the Nomination Committees may also seek nominations from within their units for any award category not represented by winners in their units from the previous two years. Nominations should be completed by April 15.

2. **File Preparation:** The completed application packet for each nominee should not exceed 15 pages, including letters added by the Dean or Director (see below), but excluding all required forms (Nomination Form and Cover Sheet.) The packet submitted to the Dean or Director should include an abridged up-to-date vita (maximum length 3-5 pages) and a maximum of three external and/or three internal letters of support from individuals familiar with the qualifications of the nominee. No additional supporting materials may be included. Font size must be at least 11 point with one inch margins and text should be single or double spaced. *The Nomination Committee is responsible for soliciting letters and should consult with each nominee for suggestions of appropriate individuals to be contacted for input. These letters of support should remain on file for two years and may be used by the nominee in support of future nominations.* The committee should clearly instruct the nominee and references that the selection criteria should emphasize the innovative impacts and/or distinguished contributions of the faculty member within the context of his or her career level and appointment, with an emphasis placed on the last three (3) years of work. Also, awards criteria (see attached) for each category must be considered. Completed application packages should be forwarded to the Dean or Director by May 15. All nomination files and subsequent decisions must remain confidential.

3. **Initial Screening/Selection:** The Dean or Director should examine each candidate's file and assess its completeness and accuracy. She/he is responsible for this initial screening of nominees but may invoke the assistance of other appropriate individuals in the decisions. This initial screening phase should be completed by June 1.

4. **Additional Input:** Deans or Directors must add a letter of support to the file(s) and also have the option to provide up to two additional letters personally requested from outside sources. The Dean or Director shall send all nomination packets/files to the DAFVM Vice President's office by June 15.

5. **Awards Selection:** Packets will be forwarded to an Awards Selection Committee appointed by the DAFVM Vice President to administer reviews of the nominations and offer award recommendations. This committee shall have representation from each of the six DAFVM units, with the DAFVM Associate Vice President serving as the non-voting chair. The committee members should have experience and an understanding of teaching, research, service, Extension/outreach, and/or international programs in agriculture, forestry/natural resources, and/or veterinary medicine at land grant universities. The Awards Selection Committee will rank the candidates for each award and provide a brief narrative critique. Committee members shall be clearly instructed to consider the nominee's contributions at the state, regional, national, and/or international levels within the context of the candidate's appointment and length of service, with an emphasis placed on the last three (3) years of work. They shall also be informed that, although there may be nominees for each award, they can choose to recommend that no award be given due to the lack of any candidate with adequate qualifications. Committee reviews and recommendations shall be returned to the DAFVM Vice President's office by July 15. Award recipients in each of the five categories will be selected by the DAFVM Vice President, in consultation with the Awards Selection Committee.

6. Recipients of the Regions Bank – DAFVM Superior Faculty Awards are to be selected from the following existing college/unit award recipients during the most recent two (2) years, except for the International award category.

ONLY DAFVM FACULTY are eligible to be nominated for these Regions Bank-DAFVM Superior Faculty Awards. Only faculty who hold professorial rank may be nominees for the following five categories of awards.

Teaching

- i. Recipients of the CALS Overall Teaching Award
- ii. Recipients of the CFR Teaching Award
- iii. Recipients of the CVM Dean's Pegasus Award for Teaching

Research

- i. Recipients of the Outstanding MAFES Faculty Award for Excellence
- ii. Recipients of the FWRC Research Award
- iii. Recipients of the CVM Dean's Pegasus Award for Research/Creative Achievement
- iv. Recipients of the MAFES Grantsmanship Award

Scholarly, Clinical, and other types of Service

- i. Recipients of the CFR/FWRC Service Award
- ii. Recipients of the CVM Dean's Pegasus Award for Service
- iii. Recipients of the CVM E. Wynn Jones Award for Exceptional Service*
- iv. Recipients of the MSU-ES Outstanding Faculty Award*
- v. Recipients of the MSU-ES Customer Outreach Individual Award*
- vi. Recipients of the CALS/MAFES Outstanding Faculty Service Award

Extension/Outreach

- i. Recipients of the CFR/FWRC Extension/Outreach Award
- ii. Recipients of the CVM E. Wynn Jones Award for Exceptional Service*
- iii. Recipients of the MSU-ES Outstanding Faculty Award*
- iv. Recipients of the MSU-ES Customer Outreach Individual Award*
- v. Recipients of the MSU-ES Grantsmanship Award
- vi. Recipients of the MSU-ES Spirit of Excellence Award

International – No known DAFVM unit awards given in this category.

*An individual can only be nominated in one category.

7. Individuals who receive the awards shall be recognized during the DAFVM Summer Celebration.

The winner of each category will be given a \$2,500 award consisting of a \$2,000 cash award, plus an additional \$500 allocated to assist the winners with her/his programming and other approved activities.