Division of Agriculture, Forestry, and Veterinary Medicine

Superior Faculty Awards

1. **Nominations:**
    - Each DAFVM unit shall have a nomination committee consisting of no less than five (5) faculty members appointed by their Dean/Director (CALS, CFR, CVM, MAFES, FWRC, MSU-ES). These committee members are excluded from being nominated for these awards.
    - ONLY DAFVM FACULTY, who hold professorial rank, are eligible to be nominated in any of the five (5) categories.
    - Major DAFVM college and unit award winners (as listed below) from the previous two (2) years will be automatically nominated.
    - Each unit nomination committee should prepare nomination packages from the past two (2) years of their respective college/unit award recipients for the following categories: (Nomination committees may solicit nominations from within their units for any category in which a unit does not have a corresponding award and/or winners for the last 2 years)
        - <u>Teaching</u>
            - Recipients of the CALS Overall Teaching Award
            - Recipients of the CFR Teaching Award
            - Recipients of the CVM Dean's Pegasus Award for Teaching
        - <u>Research</u>
            - Recipients of the Outstanding MAFES Faculty Award for Excellence
            - Recipients of the FWRC Research Award
            - Recipients of the CVM Dean's Pegasus Award for Research/Creative Achievement
            - Recipients of the MAFES Grantsmanship Award
        - <u>Scholarly, Clinical, and other types of Service</u>
            - Recipients of the CFR/FWRC Service Award
            - Recipients of the CVM Dean's Pegasus Award for Service
            - Recipients of the CVM E. Wynn Jones Award for Exceptional Service*
            - Recipients of the MSU-ES Outstanding Faculty Award*
            - Recipients of the MSU-ES Customer Outreach Individual Award*
            - Recipients of the CALS/MAFES Outstanding Faculty Service Award
        - <u>Extension/Outreach</u>
            - Recipients of the CFR/FWRC Extension/Outreach Award
            - Recipients of the CVM E. Wynn Jones Award for Exceptional Service*
            - Recipients of the MSU-ES Outstanding Faculty Award*
            - Recipients of the MSU-ES Customer Outreach Individual Award*
            - Recipients of the MSU-ES Grantsmanship Award
            - Recipients of the MSU-ES Spirit of Excellence Award
        - <u>International</u>
            - No known DAFVM unit awards given in this category
            - Unit nomination committees may solicit nominations from within their units, prepare, and submit one package for consideration.

        * An individual can only be nominated in one category.

2. **File Preparation:**
    - Each unit 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 should remain on file for two (2) 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 *(see separate list)* should emphasize the innovative impacts and/or distinguished contributions of the faculty member within the context of their career level and appointment, with an emphasis on the last three (3) years of work.
    - Font size must be at least 11 point with 1-inch margins and text should be single or double-spaced.
    - Completed packets shall not exceed 15 pages, including letters added by the Dean or Director (see below), but excluding all required forms (nomination form). All nomination files and subsequent decisions must remain confidential.
    - 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 (3) external and/or three (3) internal letters of support from individuals familiar with the qualifications of the nominee. *No additional supporting materials may be included.*
    - Completed nomination packets shall be forwarded to the Dean or Director by June 12.

3. **Initial Screening/Selection:**
    - Each unit Dean or Director (or their designee) should examine each candidate's file and assess its completeness and accuracy.
    - Each unit Dean or Director must add a letter of support to the file(s).
    - *Optional:* The Dean or Director may also provide up to two (2) additional letters personally requested from outside sources.
    - The Dean or Director shall send all unit nomination packets/files to the DAFVM Vice President's office by July 6.

4. **Award Selection:**
    - All nomination packets will be forwarded to an Awards Selection Committee appointed by the DAFVM Vice President.
    - 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.
    - 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 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.

- The DAFVM Awards Selection Committee shall review and rank each candidate, provide a brief narrative critique, and offer award recommendations to the Vice President who will make the final decisions in consultation with the committee.
- The committee shall return all recommendations to the DAFVM VP's office by July 27.

5. **Recognition:**
    - Individuals who receive the awards will be recognized during the DAFVM Summer Summit.