

Division of Agriculture
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**GUIDELINES FOR NOMINATIONS
OUTSTANDING ALUMNUS(A), ALUMNI SOCIETY OUTSTANDING ADVISING
AWARD, THE JOHN W. WHITE AWARDS FOR OUTSTANDING PERFORMANCE IN
TEACHING, RESEARCH AND EXTENSION, AND THE AWARDS FOR THE
OUTSTANDING STUDENT AND THE OUTSTANDING TEAM**

Attached are guidelines for all nominations for the Outstanding Alumnus, Alumni Society Outstanding Advising Award, the John W. White Outstanding Teaching, Research and Extension Awards, the Outstanding Student and the Outstanding Team Awards. While all awards relate to specific activities, it is understood that many research and Extension activities are not mutually exclusive. Awards for Extension and research are open to all Division of Agriculture and Dale Bumpers College of Agricultural, Food and Life Sciences faculty, regardless of appointment, whose contributions to either Extension or research qualify them to be considered in a given category. Award recipients will be recognized during the annual Honors Convocation of the Dale Bumpers College of Agricultural, Food and Life Sciences.

Adherence to the respective guidelines may be used by the selection committees in considering the appropriateness of any applicant. Failure to comply may result in rejection of the application. Selection committees are required to consider only those materials stipulated in the nomination guidelines. The deadline for nomination materials to be submitted will be announced each fall by the office of the Dean or the appropriate Associate Vice President. All nominations should be turned into the office of the Dean or the appropriate Associate Vice President by the announced closing date each year.

Outstanding Alumnus(a)
Dale Bumpers College of Agricultural, Food and Life Sciences
University of Arkansas

A. Objective of the Award

The objective of the Outstanding Alumnus award is to recognize and honor a distinguished alumnus(a) of the College.

B. Eligibility

Any alumnus(a) of the College may be nominated for the Outstanding Alumnus(a) Award. No previous recipient of this award is eligible.

C. Process of Nomination

1. An alumnus(a) may be nominated by the College Alumni Society, an individual alumnus(a), any academic department or unit of the College or by an individual faculty member.
2. Sections D 1-4 of the nomination must be limited to three (3) pages
3. The deadline for nomination materials to be submitted will be announced each fall by the Office of the Dean.
4. Nominations will be considered for a period of five (5) years. Nominations can be extended for an additional five years by submitting new nomination materials.

D. Nomination Packet and Selection Criteria

1. Biographical Information — Please provide the name, current title and affiliation, current position responsibilities, address and phone number of the nominee.
2. Significant Contributions - Briefly discuss the most significant contributions and accomplishments of the nominee since graduation.
3. Education — List all the degrees awarded to the nominee, where they were obtained and in what field of study.
4. University Involvement - List honors, awards, clubs and activities associated with the University of Arkansas.
5. Supporting Materials - Please provide a current and complete resume for the nominee.
6. Nominator Information - Provide the name, address and phone number of the nominator and a maximum of three (3) letters of support.

Alumni Society Outstanding Advising Award Dale Bumpers College of Agricultural, Food and Life Sciences

A. Objective of the Award

The Outstanding Advising Award is aimed at recognizing faculty of the DBCAFLS who have made notable and outstanding contributions to the advisement of undergraduate students. Advising includes academic advising, advising student organizations and facilitating student activities. This award recognizes individual faculty members who have had a positive impact on students' development.

B. Eligibility

Any faculty member in the DBCAFLS who advises undergraduate students and/or organizations may be nominated for this award. Faculty who have received this award within the past five years are not eligible.

C. Process of Nomination

1. **Nomination:** A faculty member may be nominated for the Outstanding Advising Award by any academic department or unit, faculty member, student, or student organization of the DBCAFLS.
2. **Length of Nomination:** The nomination has a maximum of three pages (single spaced) plus appended materials (letters or supporting documents). Nominations exceeding the three pages (for items D1-D5) will not have excess materials considered.
3. The deadline for nomination materials to be submitted will be announced each fall by the Office of the Dean.
4. Resubmissions with a current nomination letter are acceptable for a period of three years (the initial submission plus two subsequent years).

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the awardee and should be included in the nomination packet.

1. A brief **vitae** that highlights advising activities and includes a listing of academic training and date of appointments at the University of Arkansas.
2. **A statement of advising or mentoring philosophies** and how those beliefs are implemented with students.
3. **A description of innovations** or successful implementation of advising strategies.
4. **A description of advising load** by year. This information should include academic and student organization advising, participation in extra-curricular student activities and student retention efforts.
5. **Advising improvement activities**, such as participation in workshops, symposia, seminars, etc. aimed at improving student advisement.
6. **Letters of support.** A maximum of three letters will be considered for the nominee. Letters may be solicited from faculty, students, alumni, administrators and parents.

Items 1-5 are subject to the three-page limit; however, item 6 is considered appended material.

The John W. White Outstanding Teaching Award Dale Bumpers College of Agricultural, Food and Life Sciences

A. Objective of the Award

The objective of J.W. White Outstanding Teaching Award is to recognize faculty of the DBCAFLS who have made notable and outstanding contributions to the teaching and instruction programs of the College. The contributions can be through classroom instruction, course materials development, innovations in teaching and/or curricula development or other activities or developments that help the College achieve its teaching mission.

B. Eligibility

Any faculty member in the DBCAFLS who teaches classes or contributes to the academic programs of the college is eligible. Faculty who have received this award within the past five years are not eligible.

C. Process of Nomination

1. **Nomination:** A faculty member may be nominated for the J.W. White Teaching Award by any academic department or unit of the College, by another faculty member, or by a student or student organization.
2. **Length of Nomination:** The nomination has a maximum of three pages (single spaced) plus appended materials (letters or supporting documents). Nominations exceeding three pages (for items D1-D7) will not have materials in excess of the first three pages considered.
3. The deadline for nomination materials to be submitted will be announced each fall by the Office of the Dean or the appropriate Associate Vice President.
4. Resubmissions with a current nomination letter are acceptable for a period of three years (the initial submission plus two subsequent years).

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the awardee and should be included in the nomination packet.

1. A brief **vitae** that highlights teaching activities and includes a listing of academic training and date of appointments at the University of Arkansas.
2. **A statement of teaching philosophies** and how those philosophies are executed/portrayed in the classroom.
3. **A description of innovations** or successful implementation of teaching strategies.
4. **A description of interest** in subject matter being taught, teacher's interest in students and ability to motivate students, etc.
5. **Activities for improvement** in teaching (e.g., continuing education in teaching and instructions strategies, participation in workshops, etc.)
6. Evidence of other **support of teaching and instruction** programs (e.g., participation in curricula development, development of teaching or curricula materials, conducting workshops, guest lectures on teaching, etc.) and extracurricular activities related to teaching.
7. Description of participation in **informal teaching activities** (e.g., student judging teams, clubs, etc.)

Items 1-7 are subject to the three-page limit.

8. Teaching **Experience and Evaluation Summary** for all classes taught (see *attached form*).
9. **Letters of support.** A maximum of three letters of recommendation; at least one from a peer or colleague, and at least one from a former student. (More than three letters will not be considered.)
The letters should address and will be evaluated for nominee's ability to instruct, motivate and engage students, classroom manner and preparation, innovation in teaching, contributions to teaching/instruction or curricula development, etc.
10. One representative **sample of course materials** used (e.g., a current syllabus and course outline, an assignment or simulation, an exam, etc.)

Items 8-10 are not included in the three-page maximum but are considered appended materials.

Teaching Experience and Evaluation Summary. Example Format

1	2	3	4	5	6	7	8	9
						Student Evaluation Summary		
						Average Evaluation Score (5-pomt Scale)	Average Percentile (%)	
Course No.	Course Name	Credit Hours	Times Taught	Average Class Size	Total Student Contact Hours	University All Course Levels (UT)	CAFLS Same Level Courses (CL)	
AERS 3443	Principles of Farm Marketing	3	5	23	345	4.38	64	78
AERS 5123	Research Methods for Agric	3	3	8	72	4.62	72	86
AERS 400v	Special Problem; Farm Policy	3	1	2	6	NA	NA	NA
AERS 600v	M.S. Thesis (John Doe)	6	1	1	6	NA	NA	NA
AERS 600v	M.S. Thesis (Mary Smith)	9	1	1	9	NA	NA	NA

Explanation:

1. Course number listing in University of Arkansas catalog.
2. Course name in University of Arkansas catalog.
3. Credit hours.
4. Number of times (i.e., sections) the course was taught during the specified period. If more than one section of the course is offered per semester, each section counts as one time taught.
5. Average number of students enrolled in the course per section during the period specified in column 6.
6. Product of columns 3,4 and 5 i.e. (3 oo 4 no 5).
7. Enter the average of the mean annual ratings from the "old" (Instructor and Course Evaluation - through Fall 1994) and "new" (Purdue Instructor and Course Appraisal - beginning Spring 1995) forms for the period specified in column 4.
 - a. For courses taught through fall 1994 inclusive, use Item I "average of items 4 through 11 (components of instructor rating)," which is already computed on the form using a 4-point (0-4) scale. Convert this value to a 5-pomt scale by adding 1.0 to the reported rating (e.g., a rating of 3.62 would become 4.62).
 - b. For courses beginning with spring semester 1995, compute the mean of all "core" and "catalog" medians, which are already on a 5-point scale.
 - c. Take the average of the annual means computed in (a) and (b), i.e., one value for each year (or section) per course, and enter in column 7.
- 8, 9. For courses taught beginning with spring semester 1995, compute the annual mean of all "core" and "catalog" percentiles under the columns "UT" and "CL" on the summary form Enter the average of these annual means in columns 8 and 9.

The John W. White Outstanding Extension State Faculty Award

A. Objective of the Award

The objective of John W. White Outstanding Extension State Faculty Award is to recognize Extension faculty who have made notable and outstanding contributions in Extension toward the Land Grant mission. The contributions can be through supporting Extension county programs, development of educational programs, problem solving activities, conducting research or result demonstrations, or other activities that support the Land Grant Extension mission.

B. Eligibility

Any Extension faculty member who supports Extension activities at the state or district level. Faculty who have received this award within the past five years are not eligible.

C. Process of Nomination

1. Nomination: A faculty member may be nominated for the John W. White Extension State Faculty Award by any section or unit of the Cooperative Extension Service, by any Extension faculty member, or by an organization of Extension employees.
2. Length of Nomination: The nomination has a maximum of three pages (single spaced) plus appended materials (letters or supporting documents). If the nomination exceeds the three-page limit (for items DI-5), only the first three pages will be considered.
3. The deadline for nomination materials to be submitted will be announced each fall by the appropriate Associate Vice President.

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the awardee and should be included in the nomination packet.

1. A brief vitae that highlights Extension activities and includes a listing of academic training and date of appointments at the University of Arkansas.
2. A statement of Extension educational objectives and how those objectives have been pursued.
3. A description of successful implementation of Extension ideas and efforts.
4. Evidence of activities designed for professional growth.
5. A description of impact that the Extension effort has had.
6. Evidence of recognition by peers and clientele (awards, invited presentations, etc.)
7. Experience and Productivity Summary in Extension activity for categories such as publications, fact sheets, presentations, grants, slide sets, etc.
8. Letters of Support
A maximum of three letters of recommendation, at least one of which is from someone outside the University System. More than three letters will not be considered. The letters should address and will be evaluated for the nominee's innovation, impact and ability to carry through to fruition.

Items 1-6 are subject to the three-page limit. Items 7-8 are not included in the three-page maximum but are considered appended materials.

The John W. White Outstanding Research Award

A. Objective of the Award:

The objective of J.W. White Outstanding Research Award is to recognize faculty of the DBCAFLS and the Division of Agriculture who have made notable and outstanding contributions in research toward the land grant mission. The contributions can be through innovative problem solving, creative activity, development of programs or contributions towards basic understanding.

B. Eligibility

Any faculty member in the College or Division who conducts research or contributes to the mission of the Station is eligible. Faculty who have received this award within the past five years are not eligible.

C. Process of Nomination

1. Nomination: A faculty member may be nominated for the J.W. White Research Award by any department or unit of the College or Division or by another faculty member.
2. Length of Nomination: The nomination has a maximum of three pages (single spaced) plus appended materials (letters or supporting documents). Nominations exceeding three pages (for items D1-D5) will not have materials in excess of the first three pages considered.
3. The deadline for nomination materials to be submitted will be announced each fall by the appropriate Associate Vice President.
4. Resubmissions with a current nomination letter are acceptable for a period of three years (the initial submission plus two subsequent years).

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the awardee and should be included in the nomination packet.

1. A brief **vitae** that highlights research activities and includes a listing of academic training and date of appointments at the University of Arkansas.
2. **A statement of research objectives** and how those objectives have been pursued.
3. **A description of innovations** or successful implementation of research strategies.
4. **A description of impact** that the research has had.
5. Evidence of **recognition** by peers and clientele (invited presentations, other awards, etc.)

Items 1-5 are subject to the three-page limit.

6. **Experience and Productivity Summary** in research or creative activity for categories such as publications, presentations, grants, patents, varieties developed, juried shows, etc.
7. **Letters of support.** A maximum of three letters of recommendation with at least one from someone outside the University. (More than three letters will not be considered.) The letters should address and will be evaluated for nominee's innovation, impact and ability to carry through to fruition.

Items 6-7 are not included in the three-page maximum but are considered appended materials.

The John W. White Outstanding Student Award

A. Objective of the Award

The objective of the John W. White Outstanding Student Award is to recognize students of the Dale Bumpers College of Agricultural, Food and Life Sciences who have had outstanding accomplishments in their academic programs.

B. Eligibility

Any student who has been enrolled as a student in the Dale Bumpers College of Agricultural, Food and Life Sciences for 30 hours or more and will be a graduating senior in the academic year is eligible.

C. Process of Nomination

The student is responsible for the assembly of the nomination materials and should conform to the criteria outlined in the nomination packet listed below. Letters of recommendation must be included within the nomination packet. The deadline for nomination materials to be submitted will be announced each fall by the Office of the Dean.

D. Nomination Packet

The following items must be included in the nomination packet:

1. A resume that highlights the educational background, activities and leadership exhibited throughout the student's academic career.
2. A copy of a seven-semester transcript.
3. A statement of career goals.
4. Three letters of recommendation, including one each from an advisor, an instructor and one person outside the college. These letters should be from those individuals who have a thorough understanding of the student's progress.

E. Basis for Selection Criteria

The selection of the student award winner will be based on these criteria:

- Grade Point Average..... 30 points
Leadership..... 30 points
 Committees, officer positions, other leadership and service positions in department, College and University clubs and organizations.
Activities..... 30 points
 Level of involvement in department. College and University activities
Other Extramural Service 10 points
 Include involvement in community, volunteer work, employment and other information that describes the uniqueness of each student.

The John W. White Outstanding Team Award Division of Agriculture

A. Objective of the Award

The objective of the John W. White Outstanding Team Award is to recognize members of the Division of Agriculture (Division) who have made notable and outstanding contributions toward the Land Grant mission as a result of working as a Team. The contributions can be through innovative problem solving, creative activity, development of programs, contributions toward basic understanding; and, can be based in teaching, research and/or extension programs.

B. Eligibility

1. A Team will consist of a group of faculty/staff from at least two different disciplines or at least two different units of the Division.
2. Any group of faculty/staff in the Division whose programmatic activities contribute to the Land Grant mission-
3. The award funds will be divided proportionately for teams greater than five members.

C. Process of Nomination

1. Nomination: A group (Team) may be nominated for the J.W. White Team Award by any department or unit of the Division or by an individual in the Division.
2. Length of Nomination: The nomination has a maximum of five pages (single spaced) plus appended materials (letters or supporting documents). Nominations exceeding five pages (for items D1-D4) will not have materials in excess of the first five pages considered.
3. The deadline for nomination materials to be submitted will be announced each fall by the appropriate Associate Vice President.

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the Team and should be included in the nomination packet:

1. **A statement of objectives** and how those objectives have been pursued.
2. **A description of innovations** or successful implementation of strategies.
3. **A description of impact** of the Team activities.
4. Evidence of **recognition** by peers and clientele (publications, presentations, grants, patents, varieties developed, juried shows, etc.)

Items 1~4 are subject to 5 page limit.

5. **A description of contribution(s)** for each team member.
6. **A one page vitae** which highlights pertinent activities and includes a listing of academic or training and date of appointments within the College and Division.
7. **Letter of support-** A maximum of 3 letters of recommendation; at least 1 from someone outside the University. (More than 3 letters will not be considered.) The letters should address and evaluate the innovation and impact of the Team's program activities.

Items 5-7 are not included in the 5 page maximum, but are considered appended materials

The John W. White Outstanding County Extension Educator Award

A. Objective of the Award

The objective of the John W. White Outstanding County Extension Educator Award is to recognize county faculty of the University of Arkansas Cooperative Extension Service who have made notable and outstanding contributions to the mission of the Cooperative Extension Service.

B. Eligibility:

Any county faculty member of the Cooperative Extension Service is eligible. County faculty who have received this award within the past five years are not eligible.

C. Process of Nomination

1. Nomination: A county faculty member may be nominated for the John W. White Outstanding County Extension Educator Award by any organizational unit of the Cooperative Extension Service, by any faculty member, or by an organization of Extension employees.
2. Length of Nomination: The nomination document may not be more than three pages (single spaced), plus appended materials (letters or other supporting documents). Portions of the nomination document beyond the first three pages will not be considered.
3. The deadline for nomination materials to be submitted will be announced each fall by the appropriate Associate Vice President.

D. Nomination Documents and Selection Criteria

The following items will be used as criteria for evaluation and selection of the award recipient and should be included in the nomination packet:

1. A brief vitae that highlights Extension programmatic assignments and includes a listing of academic training and dates of appointments at the University of Arkansas.
2. A description of major programmatic accomplishments.
3. Evidence of recognition by community or professional organization(s).
4. Evidence of activities designed for professional growth.
5. Evidence of involvement in civic affairs.
6. Letters of support (maximum of three), including one from a peer, one from a supervisor, and one from a program client. The letters should address and will be evaluated for the nominee's ability to plan, implement, and evaluate Extension educational programs.

Items 1-5 are subject to the three-page limit. Item 6 is not included in the three-page maximum but is considered appended material.