

Division of Agriculture
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**UNIVERSITY OF ARKANSAS, DIVISION OF AGRICULTURE
NON-CLASSIFIED SUPPORT PERSONNEL AWARD**

INTRODUCTION

Classified and non-classified support personnel are vital to the success of the research and extension missions of the University of Arkansas, Division of Agriculture. Individuals who have made outstanding contributions to the Division of Agriculture will be honored with a Division Non-classified Support Personnel Award developed for this purpose. Contributions can include any non-classified support position that supports the programmatic mission of the Division that does not include eligibility for any existing classified employee, faculty or other Division award.

ELIGIBILITY

Any non-classified, full-time employee of the University of Arkansas, Division of Agriculture who has served a minimum of five years in the Arkansas Agricultural Experiment Station or Cooperative Extension Service is eligible for the award.

NOMINATION PROCESS

Any non-classified employee of the Division can be nominated by any administrative unit within the Division of Agriculture. The nomination document is limited to a maximum of three pages plus supporting letters. The nomination document should include a brief biographical sketch of the nominee that details the individual's employment history in the Division and contributions to their respective administrative unit and Division of Agriculture programmatic mission. A maximum of three letters of support should be appended. The deadline for nomination materials to be submitted will be announced each fall by the appropriate Associate Vice President.

Resubmissions with a current nomination letter are acceptable for a period of three years (the initial submission plus two subsequent years).

SELECTION CRITERIA

Individuals will be selected based on their contributions to their assigned administrative unit, contributions to the programmatic mission of the Division, evidence of personal growth and self improvement in their assigned role, and evaluation by peers, supervisors or others in the letters of support.