

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 for 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 Dale Bumpers College of Agricultural, Food, and Life Sciences faculty who have made notable and outstanding contributions to the teaching and instruction programs of the College.

B. Eligibility

Any faculty member in Bumpers College 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. Nominations exceeding three pages (for items D1-D4) will not have any material considered beyond the first three pages.
3. The submission deadline for nomination materials will be announced each fall by the Office of the Dean or 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 teaching activities and includes a listing of academic training and dates of appointments at the University of Arkansas.
2. A description of the notable and outstanding contributions to the teaching and instruction programs or successful implementation of teaching strategies.
3. **Activities for improvement** in teaching (e.g., continuing education in teaching and instruction strategies, participation in workshops, etc.).
4. Supporting evidence (student testimonials, media reports, scholarly presentations or publications, etc.).
5. 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.
6. Description of participation in **informal teaching activities** (e.g., student organizations, students' professional development, etc.).
7. Evidence of service to the College (DBCAFLS) and beyond the College.
8. Awards, honors, or recognitions received by nominee or students for nominee's teaching innovation.

Division of Agriculture

John W. White Outstanding Extension State Faculty Award

A. Award Objective

The objective of the 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. Nomination Process

1. Nomination: A faculty member may be nominated for the John W. White Outstanding Extension State Faculty Award by any department or unit of the Cooperative Extension Service, any Extension faculty member, or an organization of Extension employees.
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 D2-D7) 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.
4. Resubmissions with a current nomination form 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 recipient and should be included in the nomination packet:

1. Awards Nomination Form
2. A brief vitae that highlights Extension activities and includes a listing of academic training and date of appointments at the Division of Agriculture.
3. A statement of Extension educational objectives and how those objectives have been pursued.
4. A description of successful implementation of Extension ideas and efforts.
5. Evidence of activities designed for professional growth.
6. A description of impact that the Extension effort has had.
7. Evidence of recognition by peers and clientele (awards, invited presentations, etc.)

Items 2-7 are subject to five page limit.

8. Experience and Productivity Summary in Extension activity for categories such as publications, fact sheets, presentations, grants, etc.
9. Letters of Support - A maximum of three letters of recommendation, including one from someone outside the University. 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 8-9 are not included in the five page maximum but are considered appended materials.

Nomination packet will be submitted as a single PDF file.

Division of Agriculture

John W. White Outstanding Research Award

A. Award Objective

The objective of the John W. White Outstanding Research Award is to recognize faculty of the Dale Bumpers College of Agricultural, Food, and Life Sciences 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 Agricultural Experiment Station is eligible. Faculty who have received this award within the past five years are not eligible.

C. Nomination Process

1. Nomination: A faculty member may be nominated for the John W. White Outstanding 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 five pages (single spaced) plus appended materials (letters or supporting documents). Nominations exceeding five pages (for items D2-D6) 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.
4. Resubmissions with a current nomination form 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 recipient and should be included in the nomination packet:

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

Items 2-6 are subject to five page limit.

7. Experience and Productivity Summary in research or creative activity for categories such as publications, presentations, grants, patents, varieties developed, juried shows, etc.
8. Letters of Support - A maximum of three letters of recommendation, including one from someone outside the University. 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 7-8 are not included in the five page maximum but are considered appended materials.

Nomination packet will be submitted as a single PDF file.

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 of application is eligible.

C. Process of Nomination

The student is responsible for the assembly of the nomination materials and should confirm to the criteria outlined in the nomination packet listed below. Letters of recommendation must be included within the nomination packet. The nomination packet should be 10 pages maximum, not including the one-page summary and not including the letters of support. Nominations to be in Times New Roman type, 12-point font with one-inch margins, and single spaced. 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 one-page summary of relevant accomplishments addressing pertinent areas of the award. A bulleted summary is acceptable.
2. A resume that highlights the educational background, activities and leadership exhibited throughout the student's academic career.
3. A copy of a seven-semester transcript.
4. A statement of career goals.
5. 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:

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| Grade Point Average | 30 points |
| Leadership Committees, officer positions, other leadership and service positions in Department, College and University clubs and organizations. | 25 points |
| Activities Level of involvement in Department, College and University activities | 25 points |
| Other Extramural Service | 10 points |
| Letters of Recommendation | 10 points |

Division of Agriculture**John W. White
Outstanding Team Award****A. Award Objective**

The objective of the John W. White Outstanding Team Award is to recognize members of the Division of Agriculture 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. Award funds will be divided proportionately among team members, up to a maximum of nine members.

C. Nomination Process

1. Nomination: A team may be nominated for the John W. White Outstanding 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 D2-D5) 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.
4. Resubmissions with a current nomination form 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 team and should be included in the nomination packet:

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

Items 2-5 are subject to five page limit.

6. A description of contribution(s) for each team member – one page per member.
7. A one page vitae (one page per member) which highlights pertinent activities and includes a listing of academic training and date of appointments within the Division of Agriculture.
8. Letters of support - A maximum of three letters of support, including one from someone outside the University. More than three letters will not be considered. The letters should address and evaluate the innovation and impact of the team's program activities.

Items 6-8 are not included in the five page maximum but are considered appended materials.

Nomination packet will be submitted as a single PDF file.

Division of Agriculture**John W. White
Outstanding County Extension Educator Award****A. Award Objective**

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. Nomination Process

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, any faculty member, or an organization of Extension employees.
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 D2-D6) 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.
4. Resubmissions with a current nomination form 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 recipient and should be included in the nomination packet:

1. Awards Nomination Form
2. A brief vitae that highlights Extension programmatic assignments and includes a listing of academic training and date of appointments at the Division of Agriculture.
3. A description of major programmatic accomplishments.
4. Evidence of recognition by community or professional organization(s).
5. Evidence of activities designed for professional growth.
6. Evidence of involvement in civic affairs.

Items 2-6 are subject to five page limit.

7. Letters of Support - A maximum of three letters of recommendation, including one from a supervisor, one from a peer, and one from a program client. More than three letters will not be considered. The letters should address and will be evaluated for the nominee's ability to plan, implement, and evaluate Extension educational programs.

Item 7 is not included in the five page maximum but is considered appended material.

Nomination packet will be submitted as a single PDF file.