

## **Division of Agriculture Non-Classified Support Personnel Award**

### **Award Objective**

Non-classified support personnel are vital to the success of the research and extension missions of the Division of Agriculture. Individuals who have made outstanding contributions to the Division of Agriculture will be honored with a Division of Agriculture 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.

### **Eligibility**

Any non-classified, full-time employee of the 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. Two employees may be honored annually based on the following categories:

1. Research, Science, Nutrition, Health – This category would be selected from those individuals whose primary job responsibilities deal with the programmatic areas, i.e. Program Technicians, Program Associates.
2. Business, Financial, IT, Communications, Human Capital – This category would be selected from those individuals whose primary job responsibilities deal with supporting the organization in terms of working in support roles in the areas of business, finance, IT, communications, grants, etc., i.e. Project/Program Administrators, Associates for Administration.

### **Nomination Process**

1. Nomination: Any non-classified employee of the Division can be nominated by any administrative unit within the Division of Agriculture.
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 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).

### **Nomination Packet and Selection Criteria**

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

1. Awards Nomination Form
2. A brief biographical sketch of the nominee that details the individual's employment history in the Division and;
3. A description of 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.

*Items 2-3 are subject to the five page limit.*

4. Letters of Support - A maximum of three letters of support, including one from a peer and one from a supervisor. More than three letters will not be considered. The letters should address and evaluate the individual's 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.

**Nomination packet will be submitted as a single PDF file.**