

Washington State University
College of Agricultural, Human, and Natural Resource Sciences
2008-09
Prescreening Nominations For
Faculty and Staff Awards

<u>DATE</u>	<u>DEADLINE/ACTIVITY</u>
September 30, 2008	Call for Faculty/Staff Nomination Letters
October 21, 2008	Faculty/Staff Nominations Letters Due in Academic Programs
October 28, 2008	Faculty/Staff Nomination Letters Distributed to Committee
November 6, 2008	Faculty/Staff Ranking Sheets Due in Academic Programs
November 14, 2008	Selected Faculty/Staff Nominees Identified, Full Packets Requested
January 9, 2009	Faculty/Staff Nomination Packets Due in Academic Programs
February 10, 2009	Deadline for Pictures for Banquet Program
April 4, 2009	Awards Banquet

This process requires a prescreening stage for nominations for faculty and staff awards. This will be accomplished by submitting a one page letter outlining the justification for the nomination and outlining the individual's award worthy accomplishments. Descriptions of the qualifications for each award can be found at <http://academic.cahnrs.wsu.edu/awards.htm>.

We encourage each department to nominate worthy candidates in as many categories as possible, and request that nominations be limited to one person per category per department. A pre-screening committee will review the nomination letters and will choose three finalists for each award category. All nominees will be notified after November 14, 2008 as to whether they were selected as a finalist. Department chairs are highly encouraged to provide finalists with assistance and support so that the primary burden of packet preparation does not hinder their willingness to participate. All nominees will receive a letter of acknowledgement from the Associate Dean, Academic Programs.

Eleven copies of a one page justification for each nominee must be submitted to the Academic Programs Office in 423 Hulbert Hall by October 21, 2008. Late nomination letters will not be accepted.

If you have questions please contact Jeanne Dahmen or Linda Bentley at 335-9115 or 335-4562.