

Washington State University  
College of Agricultural, Human, and Natural Resource Sciences  
2008-09  
Research Award Nomination Guidelines and Selection

| <u>Date</u>         | <u>Deadline/Activity</u>   |
|---------------------|--|
| September 30, 2008  | Call for Faculty/Staff Nomination Letters  |
| October 21, 2008    | Faculty/Staff Nomination Letters Due in Academic Programs  |
| November 14, 2008   | Selected Nominees Identified, Full Packets Requested   |
| January 9, 2009     | Full Nomination Packets Due in Academic Programs including electronic biography (packets will not be accepted after this date) |
| January 15/16, 2009 | Nomination Packets Sent to Selection Committees  |
| February 10, 2009   | Picture of Nominee Due in Academic Programs ( <a href="mailto:academic@cahnrs.wsu.edu">academic@cahnrs.wsu.edu</a> )           |
| March 3, 2009       | Department Review of Awards Program Materials  |
| April 4, 2009       | Awards Banquet – Winners Announced   |

**Intention:** For the purpose of this award, the terms “research or creative scholarship” are those activities embodied in the WSU Faculty Manual. This award will be given to an eligible faculty member for high quality research and publications over the past three years or in recognition of a steady record of scholarly accomplishments over a longer period of time.

**A. Prescreening Application Nomination Letters**

The awards 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. Eleven copies of one page justifications for each employee nominee are required to be turned into Academic Programs by October 21, 2008.

**B. Nomination Packet Guidelines**

Packet specifications: Page limitations = 8 ½ x 11, 1” margins; font size = 12 pt. Page limitations (as outlined below) must be followed. If the nomination packet specifications are not followed, the packet will be rejected.

Eleven (11) nomination packets each in a tab or comb bound folder should be submitted to Academic Programs – CAHNRS, Hulbert 423, zip 6243 by January 9, 2009. [Do not use three-ring binders since they are too expensive and difficult to mail.] The specified tabs should be listed as below.

**Tab 1****Nomination**

Complete nomination form including press, photo release, and short narrative about the candidate and his/her activities leading to the nomination that will be included in the Awards Program. This paragraph should not exceed 150 words. Please submit an electronic copy of the narrative to Linda Bentley [academic@cahnrs.wsu.edu](mailto:academic@cahnrs.wsu.edu) by January 9, 2009 with nominee's name and award in the subject line.

Pictures of the nominee are required for the Awards Banquet Program. If departments arrange with the Veterinary Biomedical Communications Unit (BCU) to have a picture taken, they must submit an IRI to BCU. Academic Programs will also accept a high quality digital head shot i.e. mid-chest up submitted electronically to [academic@cahnrs.wsu.edu](mailto:academic@cahnrs.wsu.edu) with nominee's name and award in the subject line. **DEADLINE** for submitting pictures: **February 10, 2009**.

**Tab 2****Summary**

A narrative summary not exceeding three (3) single spaced pages detailing

1. Contribution of research to "science-discipline".
2. Impact of research contribution to various clientele/audiences of the college -- the applied aspect of the research.
3. Quantity and quality of research – scholarly publishing, creative activities, extramural support.
4. Contribution to enhancement of overall department, unit, or college research:
  - Leadership
  - Collegial activities
  - External financial support

It should be noted that only activities conducted after beginning employment with CAHNRS are to be included in the nomination package.

**Tab 3****Professional Achievements**

Individual Award: A reverse order chronicling of the nominee's most significant professional accomplishments, including awards and other professional achievements. Not to exceed one single-spaced page.

**Tab 4      Letters**

Letters of support organized into categories – department chair/director (required), peers; current and former students/clientele or other with no more than two (2) letters in each category. If the chair or director nominated the individual, that letter can suffice for the required letter in this section. Do not exceed seven (7) letters total.

**B.      Selection Process**

Selection committees are convened to review the award nominations and make their recommendations to the Associate Dean, Academic Programs.

**C.      Awards Process**

**Announcement** – All employee candidates who have been nominated will be notified prior to the banquet of the decision. A formal announcement will be made at the college’s annual Awards Banquet held on April 4, 2009.

**Monetary Awards:** The award winner will receive a monetary award. The award winner has two options: (1) money will be transferred to recipient’s department account to be used for professional development; or (2) recipient may request a personal check. All monetary awards given to recipients will be minus the necessary tax deductions as required by law.