

Washington State University
College of Agricultural, Human, and Natural Resource Sciences
2008-09
Extension 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 (academic@cahnrs.wsu.edu)
March 3, 2009	Department Review of Awards Program Materials
April 4, 2009	Awards Banquet – Winners Announced

Intention: The Faculty Excellence in Extension Award was established to recognize faculty with Extension appointments in CAHNRS for program innovation, scope, impact of their programs, and leadership. These areas could include development of new or innovative programs, expanded linkages with non-college organizations, or innovative program delivery.

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 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 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. Program Innovation:
 - Establish or redefine new direction(s) for an ongoing program
 - Develop a new/innovative program effort
 - Initiate innovative program delivery
 - Expand program linkages with organizations outside of CAHNRS that greatly enhance the program
2. Scope and Impact of Program:
 - Beyond what is expected and usual
 - Adoption and/or use by audiences
3. Leadership:
 - Works well with colleagues within the organizations, willing to help
 - Seen as a leader outside the organization
4. Level of Program:
 - Sustained program effort versus one large effort

It should be noted that only activities conducted after beginning employment at WSU 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.