

Washington State University
College of Agricultural, Human, and Natural Resource Sciences
2008-09

Team Interdisciplinary Award Nomination Guidelines and Selection

<u>Date</u>	<u>Deadline/Activity</u>
September 30, 2008	Call for Team Nomination Letters
October 21, 2008	Team 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

The College of Agricultural, Human, and Natural Resource Sciences is committed to solution of complex societal problems through the application of interdisciplinary approaches. This award will be given to a group of faculty, staff, and/or students who have made significant contributions through an application of interdisciplinary scholarship in research, teaching, and/or extension.

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 team and their 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 team name and award in the subject line.

Pictures of the team 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 also will 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 is **February 10, 2009**.

Tab 2**Summary**

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

1. Quantity and quality of research, extension, and/or teaching contributions.
2. Scope and impact of team activities on target audience(s).
3. Clear evidence that the effective "product or output" of the team effort exceeds the simple sum of the parts contributed by individual members.
4. Effective integration across disciplines, units, and functions of the college, university, and/or other relevant groups.
5. Recognition by colleagues, professional groups, industry, public agencies, etc.

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

Tab 3**Professional Achievements**

Team Award: A chronicle of selected products arising from the activities of the team, including awards or other professional achievements. Not to exceed two (2) single-spaced pages.

Tab 4**Letters**

Letters of support organized into categories – department/county chair/director (required), peers; clientele/users or others 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 winners will receive a monetary award. The research 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.