2009 Vice Chancellor’s Awards in Excellence Program

The Vice Chancellor’s Awards in Excellence (VCAIE) Program recognizes outstanding achievements by faculty and staff in Texas A&M AgriLife of The Texas A&M University System and encourages subsequent nominations in other award programs. Faculty and employees of Texas A&M AgriLife (College of Agriculture and Life Sciences at Texas A&M University, Texas AgriLife Research, Texas AgriLife Extension Service, Texas Forest Service, and the Texas Veterinary Medical Diagnostic Laboratory) may be nominated for recognition.

Meritorious work is recognized through 27 awards in categories that focus on teaching, research, extension/education and service, support personnel, professional services, international involvement, diversity, partnership, and administration.

Eligibility and Selection Criteria

Any employee of The Texas A&M University System employed within Texas A&M AgriLife (as stated above) is eligible for nomination provided that he/she has been employed by Texas A&M AgriLife for at least five (5) consecutive calendar years before the date of nomination. (Exceptions: No time limitations apply to the graduate student teaching or graduate student research award. Team members with less than five years of service are eligible to participate in a team award; however, one-half or more of the team members must have at least five (5) years of service.) The Vice Chancellor’s Awards in Excellence are intended to recognize individuals for current and sustained productivity over time and, therefore, are not intended to serve as a lifetime service award.

Nominations for each award shall be made on prescribed nomination forms and submitted electronically through a department or program unit having immediate administrative responsibility for the nominee and/or through an awards committee. Use of a local awards committee is encouraged. Only one nomination per award category may be forwarded from a department or program/administrative unit for consideration. It is strongly suggested that team nominations not exceed six members.

A person may receive only one individual award per award category during his/her career, but may be considered for multiple team awards.

Award Process and Selection Advisory Committee

The Vice Chancellor’s Office will be responsible for administering the awards program to include the distribution and publication of nomination information and forms as well as securing appropriate resources for the awards. An anonymous committee of nine (9) individuals employed within Texas A&M AgriLife will be appointed by the Vice Chancellor and Dean. Each member will serve for three (3) consecutive years; three (3) new members will be appointed each year.

The selection advisory committee will serve to guide the selection process and make recommendations, as appropriate, regarding policy and procedures for the nomination/evaluation process. The committee will review nominations to the awards program and determine appropriate procedures for evaluation. Members of the committee shall be ineligible for nomination in any award category during their term of service. At the discretion of the committee, an exception may be made. Committee members are discouraged from submitting nominations or providing letters of support for nominations while serving on the selection advisory committee.

Development of Nominations and Submission Process

A COMPLETE NOMINATION includes the following information:

1) Nomination form (submitted on prescribed form as provided);
2) Vita form (submitted on prescribed form as provided; limited to 2 pages for individual award or 4 pages for team award);
3) Publications List (required for research nominations; optional for teaching, extension, partnership and diversity awards)
4) Letter of nomination (2 page limit; from department head, unit administrator or awards committee chair)
5) Letters of support/recommendation (no more than three; one-page maximum each)
Nomination must be compiled in order as outlined on previous page and saved in a .PDF file format as follows: Award category - Name of nominee.pdf (Example: Research - John Jones.pdf)

All information should be presented in 12 font size.

1. **NOMINATION FORM:** Utilize prescribed form as provided on awards website: http://agrilife.tamu.edu/vcawards Nomination forms are available in Word and WordPerfect file formats. Separate forms are provided for individual award nominations and team nominations.

2. **VITA FORM:** Utilize prescribed form as provided on awards website: http://agrilife.tamu.edu/vcawards Vita forms are available in Word and WordPerfect file formats. Separate forms are provided for individual award nominations and team nominations. **Information within vita form should be submitted in 12-point font and is limited to two (2) pages for individual award nominations and four (4) pages for team nominations.**

3. **PUBLICATIONS LIST:** Utilize prescribed form as provided on awards website: http://agrilife.tamu.edu/vcawards A publications page is required for all nominations in the research category. Publications are optional for teaching, extension, partnership and diversity nominations. Publications should include a selective list of no more than twelve (12) key publications within the past five (5) years authored by the nominee/team or equivalent evidence of professional accomplishments should be included. Please **BOLD** the name of the nominee or team members. **Publications list is limited to one (1) page, 12-point font.**

4. **LETTER OF NOMINATION:** A letter of nomination must be submitted summarizing the contributions of the nominee and impact of the nominee’s contribution(s) as it relates to the criteria for the specific award. **This letter should not exceed two (2) pages (12-point font preferred).**

5. **LETTERS OF SUPPORT/RECOMMENDATION:** Three (3) letters of recommendation (limited to one-page maximum) may accompany the nomination. **NOTE: In soliciting letters of support for your nominee, please remind writers to send letters of support (one-page maximum) to the nominating department/program unit so that this information can be included within the electronic nomination file.**

Cover pages are inappropriate. Separate attachments such as resumes, biodata, or photocopied publication lists should not be included and will be removed. Late applications or changes in the nomination package after the deadline are not permitted.

**Nomination Deadline**

Each award nomination should be submitted in one (1) .PDF file format to vcoffice@ag.tamu.edu by 12 noon, Wednesday, November 4, 2009, to be considered for awards which will be presented during the 2009 Texas A&M AgriLife Conference.

**Presentation of Awards**

Individual recipients of a Vice Chancellor’s Award in Excellence shall receive a $500 monetary award, pin or tie tack, and a framed certificate. Team members of a Vice Chancellor’s Award in Excellence shall share in equal distribution of a $2,000 team award; each team member shall receive a framed certificate and pin/tie tack. Awards will be presented by the Vice Chancellor during the 2009 Texas A&M AgriLife Conference.
AWARDS IN TEACHING

One award may be presented in each of the following four (4) categories:

• Undergraduate Teaching
• Graduate Teaching
• Student Counseling and Relations (including teaching and organizational support)
• Graduate student teaching (masters or doctoral student; cannot be a full-time member of Texas A&M faculty or staff at the time of nomination for award; persons who have had more than five years of full-time professional teaching experience are ineligible.) (publications are optional)

Nominees must have some portion of their appointment in the TAMU College of Agriculture and Life Sciences to be eligible for teaching awards.

NOTE: A selective list of no more than twelve (12) key publications authored or co-authored by the nominee during the past five (5) years may be included. This list may include publications published or in-press; refereed scientific journals; publications from invited papers, unpublished presentations or invited presentations; agency/unit publications, progress reports, and presented and published abstracts; and theses and dissertations of graduate students.

Criteria for Teaching Awards

• Primary emphasis on actual classroom teaching at undergraduate, graduate, or professional level.

• Stimulation of students to achieve and excel, as evidenced by positive attitudinal changes, development of intellectual curiosity, thorough understanding of subject matter, and student achievements following graduation.

• Evidence of respect and affection of students resulting from student counseling and mentoring; requests for assistance or advice from former students; invitations to serve as a lecturer by former students or colleagues.

• Based upon teacher’s effectiveness, performance of students in judging contests, state or national examinations, or in other types of scholarly activity; faculty efforts to develop student leadership - activities in support of student organizations, clubs providing leadership opportunities, communication and problem-solving skill development, or career orientation and counseling for students.

• Demonstration of new and innovative approaches to teaching methodology; authorship or contributions to teaching texts or references, laboratory manuals, visual aids; use of such materials by other teachers and other institutions.

• Recognition by the scientific community through receipt of honors and awards related to teaching.

• Participation in professional societies and associations.

• Activities in directing graduate student research and the success of former graduate students for whom the nominee had a major teaching role.

• Publication in refereed journals; other teaching activities as appropriate.

• Additional Criteria for Graduate Student Teaching Award Nominee must have taught on at least a half-time basis [50% GAT] for two semesters or summer sessions [10 weeks] during his/her graduate enrollment at Texas A&M University or must be completing the second semester of teaching at the time of the nomination for the award. At the time of teaching the courses, nominee must have been classified as a graduate assistant or as a 50% lecturer/instructor with teaching responsibilities and must have had independent authority to assign grades for courses or laboratory sections taught. At time of nomination, nominee must be enrolled for a minimum of nine hours of course work. Nomination may include a selective list of no more than twelve (12) key publications authored or co-authored by the nominee during the past five (5) years.
AWARDS IN RESEARCH

One award may be presented in each of the following four (4) categories:

- Research (on campus)
- Research (off campus)
- Research Team
- Graduate Student Research (masters or doctoral student on/off campus)

NOTE: A selective list of no more than twelve (12) key publications authored or co-authored by the nominee during the past five (5) years must be included. These may include publications published or in-press; refereed scientific journals; publications from invited papers, unpublished presentations or invited presentations; agency/unit publications, progress reports, and presented and published abstracts; and theses and dissertations of graduate students.

Criteria for Research Awards

- Creative ability and adherence to scientific philosophy and scholarly principles.
- Important contributions to research and/or developments in the broad field of agriculture and life sciences. Contributions shall include published research data, plans, methods, processes, devices, or inventions that are significant and beneficial to any area of agriculture, the life sciences, or veterinary medicine through either theoretical or practical application.
- Diversification of activities such as directing graduate and postdoctoral student programs; organizing and/or chairing special conferences and symposia; invited lectures; service on university, industry, or governmental committees.
- Recognition by the scientific community, such as honors and awards, participation on state, national, and international committees, panels, or commissions.
- Other service to agriculture, the life sciences, or veterinary medicine, and related industries.
- Additional Criteria for Research Team Award – Special consideration will be given to interdisciplinary team approaches to highly complex research issues. The accomplishments of a research team should be clearly distinguished from those achieved by the team members as individuals. Team awards should “focus” on specific programs or activities. Nominations for the research team award should document how the combined contributions of an interdisciplinary team served to achieve the established goals and objectives. It is STRONGLY suggested that team nominations not exceed six (6) members.
- Additional Criteria for Graduate Student Research Award - Nominee must be a masters or doctoral student on/off campus and must be enrolled at the time of nomination. Award is limited to research completed while a student in a graduate program at Texas A&M. Nomination must include a selective list of no more than twelve (12) key publications authored or co-authored by the nominee during the past five (5) years.
AWARDS IN EXTENSION EDUCATION AND SERVICE

One award may be presented in each of the following five (5) categories:

• Agriculture and Natural Resources Programs (county agent)
• Family and Consumer Sciences Programs (county agent)
• 4-H and Youth Development (county agent)
• Extension Specialist serving state, region, or county
• Extension team

The first three awards in this category are intended to recognize the contributions of county extension agents in these specific program areas.

NOTE: A selective list of no more than twelve (12) key publications authored or co-authored by the nominee during the past five (5) years may be included. This list may include publications published or in-press; refereed scientific journals; publications from invited papers, unpublished presentations or invited presentations; agency/unit publications, progress reports, and presented and published abstracts; theses and dissertations of graduate students; or equivalent evidence of professional accomplishments.

Criteria for Extension Education and Service Awards

• Outstanding subject-matter knowledge, competency and strong professional qualities that are a credit to the System and the public.

• Creative and innovative ability in educational programs that result in increased efficiency, greater returns, or a higher quality of life. Committed to and exhibits enthusiasm for established objectives and a philosophy for serving the public.

• Outstanding ability to communicate with the public and secure adoption of educational programs through mass media, training programs, demonstrations, conferences, and personal contacts. Cooperates with co-workers, other colleagues in the System, and personnel in other agencies and organizations in increasing effectiveness of programs.

• Recognition as an outstanding professional in their field.

• Additional Criteria for Extension Team Award - Special consideration will be given to interdisciplinary team approaches to highly complex issues or problems. The accomplishments of an extension team should be clearly distinguished from those achieved by the team members as individuals. Team awards should “focus” on specific programs or activities. Nominations for the extension team award should document how the combined contributions of an interdisciplinary team served to achieve the established goals and objectives. It is STRONGLY suggested that team nominations not exceed six (6) members.
AWARDS FOR SUPPORT PERSONNEL

One award may be presented in each of the following seven (7) categories:

- Administrative support (on campus)
- Clerical support (on campus)
- Clerical/administrative support (off campus)
- Research support (on campus)
- Research support (off campus)
- Technical/Extension support (on campus)
- Technical/Extension support (off campus)

Administrative support awards are designed to recognize individuals who excel in office management, accounting, or other such special functions that are vital to their respective administrative unit.

Clerical support awards are designed to recognize the contributions of individuals who possess a mastery of office skills while performing clerical support staff responsibilities. This award is clearly intended for those who provide secretarial support and assistance in managing an office or administrative unit.

Research support awards are designed to recognize individuals heavily involved in conducting research. They often have a management responsibility in research studies, analysis of results, and preparation of publications, but do not have the major leadership responsibility for the program.

Technical/Extension support awards are designed to recognize individuals who demonstrate exceptional technical skills in research, teaching, extension, special activities or extension program support. Evaluation of nominees will be based on contributions of programmatic or technical support in administration, outreach, facilities management/maintenance, laboratory procedures, classroom support, distance education support, management of field and ranch operations, design and construction, computer/information technology, etc... NOTE: Awards shall not be restricted to those nominees having the word "technician" in their job title. This award is not intended for postdoctoral students or for individuals whose primary responsibility is to conduct research.

Criteria for Support Personnel Awards

- Activities performed well above the normal level expected for the position occupied.
- Creative or innovative approaches developed to improve effectiveness and/or efficiency of their respective unit.
- Positive impact of such activities on the routine and overall efficiency and effectiveness of their respective unit.
- Positive impact of such activities upon respective units of Texas A&M AgriLife.
- Positive impact on the general public and System personnel outside and within their respective unit.
AWARDS IN PROFESSIONAL SERVICES

Two (2) awards may be presented to individuals whose services are vital in fulfilling the mission of Texas A&M AgriLife in serving the citizens of Texas. Eligible individuals shall be nominated by departments and units performing unique public service functions within the agriculture, forestry, veterinary services, and/or the agencies. One award may be presented in each of the following two (2) categories:

- Special Services
- Forester (Texas Forest Service)

Criteria for Professional Services Awards

- Innovative approach to the solution of problems and meeting special needs in assigned areas of responsibility.
- Contributions to the total program through support of other departments or disciplines.
- Local, state, and national recognition for efforts in the areas of responsibility.

AWARDS FOR PARTNERSHIPS

Partnership awards are designed to recognize individuals or teams for their efforts in extending the mission of Texas A&M AgriLife through the promotion, development and support of partnership efforts. One award may be presented in each of the following two (2) categories:

- System Academic Partnership
- Industry/Agency/University/Association Partnership

The System Academic Partnership Award recognizes individuals or teams that develop and participate in collaborations with academic components within the A&M System. Collaborative efforts involve faculty and professional staff who are furthering the research, education or service missions of the institutions/agencies. The award will recognize partnerships that foster distributed leadership and engage faculty in innovative initiatives that advance the capacities and resources of the universities and agencies to fulfill their evolving missions.

The Industry/Agency/University/Association Partnership Award is designed to recognize individuals or teams that develop and participate in partnership efforts with organizations external to the A&M University System including industry, agencies and other state academic institutions that advance the mission of Texas A&M AgriLife to serve Texans and the world.

Individuals who are not employees of The Texas A&M University System are eligible to participate in these awards.

Criteria for Partnership Award

- Emphasis on the development of programs, partnerships or alliances that have demonstrated benefits for all partners. Leadership for the partnership effort should come from faculty within Texas A&M AgriLife. (Partnership efforts may include collaborative ventures with communities, industry, professional associations, other state/federal agencies and universities within and beyond the A&M System.)
- Leadership in maintaining strong, viable internal and external partnerships.
- Planning, development and implementation of products, patents, copyrights and programs which were realized through partnerships. This may include, but is not limited to, specific products developed in association with industry, joint academic degree programs, collaborative distance learning efforts, community education programs, and student programs (e.g., study abroad, internships, research apprentice programs, collaborative research programs critical to the state and nation, etc....)
AWARD FOR DIVERSITY

One award may be presented to an individual or team to recognize extraordinary efforts, achievements and innovations in the recruitment, retention, or development of courses, educational programs and activities which enhance faculty, student and staff diversity or respond to the special needs of underrepresented populations. Nominations should focus on a specific program or activities. Note that the accomplishments of a team should be clearly distinguished from those achieved by the team members as individuals. Team nominations should document how the combined contributions of an interdisciplinary team served to achieve and promote the diversity goals and objectives. It is STRONGLY suggested that team nominations not exceed six (6) members.

Criteria for Diversity Award

• Research and course/program development to meet the special needs of underrepresented populations.
• Emphasis on recruiting and retaining cultural/gender diversity in individual and/or team programs.
• Leadership in advising student organizations focusing on diversity and multicultural perspectives.
• Participation in diversity programs within professional societies, associations and communities.
• Recognition through receipt of honors and awards related to cultural diversity programs.

AWARD IN INTERNATIONAL INVOLVEMENT

One (1) award may be presented to an individual who extends the mission of Texas A&M AgriLife through his/her efforts in the international arena.

Criteria for International Award

• Innovative approaches in establishing academic linkages with international research and training institutions.
• Positive impact in recruiting undergraduate and graduate students; establishing or participating in student and faculty exchanges; identifying or participating in opportunities for sabbaticals and postdoctoral programs.
• Important contributions to research and education resulting from collaborative linkages with international partners.
• Creative ability in developing and/or promoting educational/service programs and extending education and research knowledge through outreach programming efforts.
• Service that leads to improved status of the Texas A&M College of Agriculture and Life Sciences, AgriLife Research, AgriLife Extension and Texas A&M University in international activities.
• Evidence of influencing long-lasting changes in agricultural practices and natural resource development (conservation) in one or more countries.

AWARD FOR ADMINISTRATION

One award may be presented to recognize an individual who excels in administration (without regard to the size of the administrative unit).

Criteria for Administration Award

• Creative ability and adherence to scientific philosophy and scholarly principles.
• Innovative approaches developed to accomplish the overall objectives of the administrative unit and to develop the potentials of the personnel within the unit.
• Excellence in recognizing and developing the potential and accomplishments of individuals and groups within the administrative unit, and in promoting the professional and overall well-being of all personnel within the administrative unit.
• Positive impact on the public image of the System, the University, the administrative unit, and colleagues in respective units within the agricultural agencies, Texas A&M AgriLife and System.