



Distinguished Achievement Awards

University-level Guidelines 2013-2014

Deadlines

Monday, December 2, 2013 – Submit Selection Committee names

Wednesday, January 15, 2014 – Submit Award Nominations

Description of Awards

The Association of Former Students Distinguished Achievement Awards was established by the Board of Directors of The Association of Former Students and was first presented in 1955. The awards honor Texas A&M University faculty and staff members in the areas of teaching, research, student relations, graduate mentoring, extension/outreach/continuing education/professional development, administration, and staff support. Details of each award are described below. Each award consists of a \$4,000 gift, a framed certificate, and an engraved watch.

Coordination of Awards

These awards are funded by The Association of Former Students. The Office of the Dean of Faculties is responsible for issuing the award guidelines and managing the overall awards process.

Each college/area has its own coordinator who assists with the nomination process and the production of nomination packages. The names of the coordinators are listed in the Appendix. Please contact those individuals with questions relating to nominations in a particular college or area. Refer to the nomination chart on page 9 to determine the number and category of nominations to be submitted from each area.

For general questions regarding these guidelines, you may contact Megan Smith, Office of the Dean of Faculties, at (979) 845-4274 or awardsprograms@tamu.edu.

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Important Dates

The Association of Former Students University-level Distinguished Achievement Awards 2013-2014

December 2, 2013	Submit Selection Committee names to Office of the Dean of Faculties by 5:00 p.m.
January 15, 2014	Submit award nominations to Office of the Dean of Faculties by 5:00 p.m.
January 23, 2014	First Selection Committee Meeting 4:00 to 5:00 p.m. **Attendance mandatory for all committee members**
February 20, 2014	Second Selection Committee Meeting 3:30 to 5:00 p.m. **Attendance mandatory for all committee members**
March 3–7, 2014	Colleges/Areas must notify Award Recipients **No later than 5 p.m. on Friday, March 7, 2014**
March 17-21, 2014	Recipients names released to the University community and news media
April 28, 2014	Distinguished Achievement Awards Ceremony 1:30 to 3:00 p.m., Rudder Theatre

Selection Committee Information

Selection Committee Membership & Responsibilities

This year the committee will have 68 members. Each member will be assigned to a sub-committee by the Dean of Faculties and will participate in the reading and evaluation of nomination packages and the selection of winners in that award category.

Two mandatory committee meetings are currently scheduled for:

Thursday, January 23, 2014, 4:00 - 5:00 p.m.
&
Thursday, February 20, 2014, 3:30 – 5:00 p.m.

Sub-committees may choose to have additional meetings in between.

1. Each college/area listed in the Selection Committee table on page 5 of this document must choose a specified number of individuals in specific categories to serve on the University-level Selection Committee. Consult the Selection Committee table to determine the committee members your college/area must choose. Email the names and contact information for your college's/area's Selection Committee member(s) to Megan Smith, Office of the Dean of Faculties, at awardsprograms@tamu.edu. **DEADLINE FOR SUBMITTING SELECTION COMMITTEE MEMBER INFORMATION IS MONDAY, DECEMBER 2, 2013.**

NOTE: Notify Selection Committee members before submitting names to the Office of the Dean of Faculties to ensure willingness to serve and availability for both scheduled meetings.

2. Individuals with the title of department head, dean, director of an A&M System member, assistant vice president, associate vice president, vice president, executive vice president, and president are **not eligible to serve on the Selection Committee**; however, individuals with the title of assistant or associate department head, dean, or director of an A&M System member may serve.
3. Except for the Dean of Faculties, who serves as the chair of the Selection Committee, no member may have served on the committee in the **past 3 years**.
4. Individuals who are nominated for awards may not serve on the Selection Committee. If an individual that is chosen for the committee ends up being nominated, please contact Megan Smith in the Office of the Dean of Faculties immediately with the name and contact information for a replacement.
5. **Selection Committee members must be available to attend both meetings** and make time in their schedules to thoroughly examine and thoughtfully rate the nomination packages. Should a chosen member realize that he or she cannot make the full commitment, he or she should contact the Office of the Dean of Faculties and the college's Dean's Office immediately to ensure that an appropriate substitute can be placed.
6. The identity of the members on the Selection Committee and the proceedings of the committee are confidential.
7. Great care should be taken to ensure that all members of the Selection Committee fully understand the significance of the awards and the necessity for maintaining the integrity of the awards.
8. You are encouraged to promote diversity reflective of the constituencies of Texas A&M University when choosing representatives for this Selection Committee

Selection Committee Composition

COLLEGE/UNIT	FACULTY REPS	STAFF REPS	CURRENT STUDENTS	FORMER STUDENTS
Provost & Executive Vice President for Academic Affairs		1 staff member each year		
Vice President for Administration (Division of Administration)		1 staff member each year		
Vice President for Finance (Division of Finance)		1 staff member each year		
Vice President for Student Affairs (Division of Student Affairs)		1 staff member each year		
Texas A&M University at Galveston	1 faculty member	1 staff member each year		
Agriculture & Life Sciences	3 faculty members	1 staff member	1 (appointed by Student Council)	
Architecture	3 faculty members	None this year	1 (appointed by Student Council)	
Bush School of Government & Public Service	3 faculty members	None this year	1 (appointed by Student Council)	
Education & Human Development	3 faculty members	1 staff member	1 (appointed by Student Council)	
Dwight Look College of Engineering	3 faculty members	None this year	1 (appointed by Student Council)	
Geosciences	3 faculty members	1 staff member	1 (appointed by Student Council)	
Liberal Arts	3 faculty members	None this year	1 (appointed by Student Council)	
Mays Business School	3 faculty members	1 staff member	1 (appointed by Student Council)	
Science	3 faculty members	1 staff member	1 (appointed by Student Council)	
Veterinary Medicine & Biomedical Sciences	3 faculty members	None this year	1 (appointed by Student Council)	
Health Science Center	5 faculty members	1 staff member	1 (appointed by Student Council)	
Law School	3 faculty members	None this year	1 (appointed by Student Council)	
University Libraries	1 faculty member	1 staff member each year		
AgriLife Research and AgriLife Extension	1 faculty member			
TEES and TEEEX	1 faculty member			
Center for Teaching Excellence	1 faculty member			
Council of Principal Investigators	1 faculty member			
Distinguished Professors	1 faculty member			
Faculty Senate	1 faculty member			
Corps of Cadets		1 staff member each year		
Graduate Student Council	1 faculty member		1 student	
Student Government Association	1 faculty member		1 student	
The Association of Former Students				4 former students
TOTAL COMMITTEE MEMBERS (79)	48 Faculty	13 Staff	14 Current Students	4 Former Students

About the Awards

Award Categories

Teaching (Ten awards)

This award recognizes, encourages, and rewards superior classroom teachers—the individuals whose command of their respective discipline, teaching methodologies, pervasive caring, communication skills, and commitment to the learning process exemplify the meaning of teacher/mentor in its highest sense. This award is designed to distinguish those teachers who maintain high expectations of their students and ensure academic rigor in their courses. These teachers recognize their responsibilities in motivating and contributing to the overall development of their students as learners and future professionals.

Research (Six awards)

This award recognizes, encourages, and rewards those individuals whose research efforts have been particularly significant and outstanding and are so recognized locally, nationally, and internationally. The results of these research efforts should have added substantially to the basic body of knowledge, contributed to the improvement of the quality of life, and/or encouraged additional research. These scholarly pursuits can take many forms. In the words of Vision 2020, “Research, as the creation of knowledge in the broadest sense, encompasses all forms of scholarship from creation of works of art and literature through evaluation and reorganization of knowledge to investigations into the preservation, transmission, and application of knowledge.”

Individual Student Relationships (Two awards)

This award recognizes, encourages, and rewards those employees whose professional relationships with students are particularly helpful and inspiring. The recipients of this award should exhibit concern for the welfare and development of students and should have demonstrated a willingness to meet the special needs of students while ensuring that students accept their responsibilities and strive to meet their own potentials. The two recipients of this award go beyond the requirements of their appointments to give time and effort to student growth and service. They offer guidance and encouragement in a spirit of mutual questing and shared expectations.

Graduate Mentoring Award (Two awards)

This award recognizes, encourages, and rewards superior faculty mentors of graduate students—those faculty who go well beyond advising by bringing their skills and commitment to a student’s learning and professional development as future teachers, practitioners, researchers, and scholars through mentoring. These are individuals who build enthusiasm for their profession in others, who help graduate students achieve their goals, and who provide opportunities that will introduce students to a community of professionals who can also assist them in their development. Nominees for this award are dedicated to contributing to the overall development of their students as learners and future professionals.

NOTE: Both faculty members and administrators are eligible for this award, but nominees must be significantly engaged in mentoring. Administrators should be nominated only for their mentoring activities, not for their administrative activities. For this award, a distinction is being made between advising (giving advice or counsel, such as in course selection) and mentoring (professional guidance and coaching). Individuals whose activities are limited to part-time advising should not be nominated for this award.

Extension, Outreach, Continuing Education, & Professional Development (One award)

This award recognizes, encourages, and rewards a staff member, faculty member, or administrator who has brought credit to Texas A&M University through dedication, enthusiasm, attitude, and effectiveness in accomplishing his or her mission in a particular field of extension, continuing education, or professional development.

NOTE: Those eligible for this award must be actively and personally engaged in extension, outreach, continuing education, or professional development. The award is not designed for the oversight or administration of these activities.

Administration (One award)

This award recognizes, rewards, and encourages an administrator who has contributed to the welfare of Texas A&M University through outstanding administrative service beyond the expectation of the position. This award is designed to recognize the individual whose normal scope of service has been outside the areas described in the awards listed previously.

NOTE: Those eligible for this award hold the title of vice president, provost, dean, department head, director of A&M System member (e.g., TEES, AgriLife Research), or variations of these titles.

Staff (Two awards)

This award recognizes, rewards, and encourages a staff member who has contributed to the welfare of Texas A&M University through outstanding staff support beyond the expectations of the position. This award is designed to recognize individuals whose normal scope of service has been other than teaching, research, student relations, continuing education/extension/professional development, or administration.

NOTE: Persons eligible for this award may NOT hold the title of: vice-president, provost, dean, department head, director of A&M System member, or variations of these titles.

Eligibility Restrictions

1. A nominee must have completed 5 full years of service to the University by January 1, 2014. For teaching and research awards, the service need not be continuous so long as the nominee has been employed above the level of graduate student for a total of 5 years, and, for teaching awards only, so long as the person was budgeted at least part-time to teach for a total of 5 years.
2. Nominees must not have received a University-level Distinguished Achievement Award in the same category during the previous 10 years. However, 5 years after receiving an award, a person may be nominated for an award in **a different category**. For example: An individual who won a University-level award in Teaching in '00-'01 would not be eligible to receive another University-level award in the Teaching category until '10-'11. He or she would, however, be eligible to receive a University-level award in Administration (or any category other than Teaching) in '05-'06. Winning a college-level teaching award from The Association of Former Students does not affect eligibility for University-level awards in any category.
3. An individual may be nominated in two different award categories; however the college/unit must count that person twice in its allotted nominations (as outlined by the chart on page 9).

Nomination & Selection Process

The Process at a Glance

There are four steps in selecting the recipients of the University-level Distinguished Achievement Awards:

1. designation of Selection Committee members by specified groups;
2. call for nominations from specified groups;
3. preparation of nomination packets by specified groups; and
4. selection of recipients by Selection Committee.

The nomination process begins as soon as guidelines are released by the Office of the Dean of Faculties. Each group specified on the Nominations Chart (page 9) is invited to solicit nominations by whatever means deemed appropriate. Individuals or groups not specified on the Nominations Chart should contact one of the specified groups to submit a nomination. We encourage nominators to promote diversity reflective of the constituencies of Texas A&M University in the nomination process.

Colleges may submit up to the total number of nominations for teaching as shown in the table below. This total should be divided evenly between the Student Council and the Executive Committee for each college; however, if either body chooses not to forward nominations, the other may nominate for that vacancy, up to the stated maximum for the college.

College	May Nominate Up To
Agriculture & Life Sciences	4
Architecture	2
Bush School	1
Education & Human Development	4
Engineering	6
Geosciences	2
Liberal Arts	6
Mays Business School	4
Science	4
Veterinary Medicine & Biomedical Sciences	4
Health Science Center <i>Nursing and Public Health 1 each</i> <i>Pharmacy, Dentistry, Medicine 2 each</i>	8
Law School	1
University Libraries	2

Nominations Chart 2013-14

Nominating Authority	Teaching	Research	Student Relations	Graduate Mentoring	Extension/Outreach/CE/PD	Staff	Admin
Office of the President			1			1	1
Office of Provost & Executive Vice President for Academic Affairs			1			1	1
Vice President for Administration						4	1
Vice President for Finance and CFO (Division of Finance)						2	1
Vice President for Student Affairs (Division of Student Affairs)			1			2	1
Texas A&M at Galveston – Vice President Texas A&M and President Texas A&M at Galveston	2	1	1	1		1	1
Texas A&M at Qatar - Dean and CEO	2	1	1	1		1	1
Each College - Dean					2		
Each College - Executive Committee	*See chart, page 8	3	1	1		1	1
Each College - Student Council	*See chart, page 8		1			1	1
University Libraries - Dean		1	1			1	1
Directors of Extension/Continuing Education for Each College & the University					1		
Directors – AgriLife Research & TEES		1			1		
Directors – AgriLife Extension & TEEX					1		
Corps of Cadets Commander			1				
Graduate Student Council President			1	1			
International Student Association President			1			1	1
MSC Council President			1				
Residence Hall Association			1				
Student Government Association President			1				

Note: A single individual may be nominated in two categories, but must be counted as one of the unit's allotted nominations in each category.

Preparation & Submission of Nomination Packets—All Categories

Be sure to refer to the Nominations Chart (page 9) to determine the number and category of nominations to be submitted from each college/area. Colleges/areas may submit up to the total number of nominations shown in the Nominations Chart. You are not required to submit the maximum number of nominations allowed.

Nomination Hard Copies — For each nomination, prepare 2 copies of each packet (for all of the award categories). Each copy of a nominee’s packet should be individually placed in a plain manila file folder. The tab must be marked with the name of the nominee and the award category. You may keep an original set at your location.

PDF (Electronic Copy).—For each nomination, create a PDF file and organize items in the same order as in the hardcopy packet. Do not include the Excel coversheet as part of the packet; save it as a separate file (see below). The electronic copy of the nomination packet can be saved on a CD-R or USB/flash drive.

Excel Cover Sheet.—A single Excel spreadsheet from each nominating college/unit must accompany the nomination packages. The spreadsheet will list the names of all those nominated, their home department, the category for which they are nominated (e.g., teaching, research, etc.), and the nominating group. Please ensure that all information is checked for spelling and accuracy.

The Excel Coversheet and the guidelines are available online at

<http://dof.tamu.edu/content/association-former-students-university-level-distinguished-achievement-awards>

Complete nomination packets, each including two hard copies with Excel Coversheets and an electronic copy on CD or flash drive, must be received no later than 5:00 p.m. on January 15, 2014.

Submit materials to:

***Megan Smith
Office of the Dean of Faculties
1126 TAMU
108 YMCA
(979) 845-4274
awardsprograms@tamu.edu***

Contents of the Nomination Packet

The contents of each nomination packet should include the following elements in the order shown below.

1. **Table of Contents**
2. **Biographical Summary.—LIMIT: 300 words (one paragraph).** This paragraph should provide a concise summary of the nominee's major achievements. It should include the following:
 - A. Name of the nominee; current position; number of years employed at Texas A&M; highest degree received
 - B. Career highlights, including selected awards and honors.
3. **Photograph.—**NEW**** Provide a print of a recent color headshot of the nominee for each hardcopy packet. Include a JPEG of the photograph as part of the electronic nomination packet.
4. **Letter of Nomination.—LIMIT: four pages**
5. **Detailed Biographical Data.—**This information should be provided on the following items in the order listed:
 - A. The name of nominee
 - B. Current position (title, rank, department or unit)
 - C. Number of years in the position
 - D. Number of years at Texas A&M University
 - E. Degrees held (source and date)
 - F. Employment history (previous positions, years; list most recent first)
 - G. Honors and awards
 - H. Membership in professional and honorary societies (note offices held)
 - I. List of articles and books published and professional accomplishments within the last five years. Particularly significant earlier accomplishments may be described in the letter of nomination.

***NOTE:** There is no limit to the number of overall pages in the biographical data section as long as the above guidelines for content are followed. Excessive length, however, is discouraged.*

6. **Letters of Endorsement.—LIMIT: No more than six letters of endorsement (normally one page each) may be included.** These may be from any source. Please advise letter writers that the endorsements will be read and evaluated by a range of Selection Committee members who may or may not be familiar with the nominee's discipline. So, the significance of the nominee's accomplishments that are of a specialized or technical nature may need to be explained more carefully.

REQUIRED Complete the Letters of Endorsement Chart for each nominee. The chart should list all of the individuals, with their contact information, that submitted a letter of endorsement for the nominee.

***NOTE:** At least two letters from current and/or former students are REQUIRED for nominations in Teaching and Individual Student Relationships.*

All letters of endorsement should be addressed to:

**Selection Committee
The Association of Former Students Distinguished Achievement Awards**

However all letters should be mailed to the college/unit and included with the nomination packet. Letters should not be sent directly to The Association or to the Selection Committee.

7. **Copies of Publications.**—For nominations in the **Research** category only, copies of publications are **OPTIONAL**. Re-prints of no more than two outstanding publications or equivalent evidence of professional accomplishments may be included.

Helpful Tips & Information on Preparing Nomination Packets

1. **Letters of nomination on teaching (Teaching Awards).**—The letter writer should include indicators of teaching excellence and effectiveness such as:
 - A. Numbers and types of courses taught
 - B. Statements from student evaluations
 - C. Summaries of student evaluations. Should summaries be given, longitudinal perspective must also be given
 - D. Evidence of student outcomes as appropriate
2. **Letters about teaching from colleagues (Teaching Awards).**—Letters should include indicators of teaching excellence and effectiveness, such as:
 - A. Evaluation of course syllabi, assignments, examinations and grading methods to determine levels of scope, rigor and quality
 - B. Evaluation of nominee's performance in classroom teaching situations
 - C. Evaluation of the development of new courses or substantial revision of existing courses
3. **Letters from significant persons outside of the University.**—Letters of support from significant persons outside of the University tend to have a much greater impact. In teaching, these include letters from students who have gone on to clearly successful careers or to graduate school or who have realized other personal benefits from the influences of the teacher. In research, letters from recognized and respected peers or experts in the field are strongly influential. In extension, letters from officials at other institutions who have interacted with the nominee are also included as strong support.

NOTE: For Staff or Administration awards, letters should be sought from professional colleagues and others familiar with the nominee's accomplishments beyond the expectations of the position. In this category, it is often difficult to obtain letters from outside Texas A&M University, or from former or current students who may not be familiar with the contributions of the staff member or administrator within the University.

4. **Where applicable, evidence of strong student involvement and input into the nomination and decision making process should be included.**
5. **Nomination closely follows the format requirements.**—Pay careful attention to the number of letters, length of sections (where specified), packaging, etc. Selection Committee members may rank a nomination low if the format requirements are not followed.
6. **Prepare a package that is professional in appearance and proofread all documents.**— The professional appearance of a packet can have a marked effect on how it is perceived by the committee.

APPENDIX: Area Coordinators

Colleges, Libraries, Branch Campus Coordinators		
<p>Agriculture & Life Sciences Texas A&M AgriLife; Texas AgriLife Extension Cady Auckerman <i>Chief of Staff</i> (979) 862-7346 cady@tamu.edu</p>	<p>Liberal Arts Tiffany Green <i>Administrative Coordinator</i> (979) 845-8541 tgreen@tamu.edu</p>	
<p>Architecture Sue Wade <i>Assistant to the Dean</i> (979) 845-1223 swade@archmail.tamu.edu</p>	<p>Science Jennifer Holle <i>Assistant to the Dean</i> (979) 845-8817 jholle@science.tamu.edu</p>	
<p>Mays Business School Marty Loudder <i>Associate Dean</i> (979) 845-4711 m-loudder@tamu.edu</p>	<p>Veterinary Medicine & Biomedical Sciences Linda Fillip <i>Administrative Assistant</i> (979) 845-3878 lfillip@tamu.edu</p>	
<p>Education & Human Development Mary Alfred <i>Associate Dean for Faculty Affairs</i> (979) 847-8641 malfred@tamu.edu</p>	<p>University Libraries Pixey Mosley <i>Associate Dean for Administrative and Faculty Services</i> (979) 862-1086 pmosley@tamu.edu</p>	
<p>Dwight Look College of Engineering & TEES Teresa Wright <i>Assistant to the Executive Associate Dean</i> (979) 845-6363 t-wright@tamu.edu</p>	<p>Texas A&M University at Galveston Patrick Louchouart <i>Vice-President for Academic Affairs</i> (409) 740-4409 louchoup@tamug.edu</p>	
<p>Geosciences Sarah Bednarz <i>Associate Dean for Academic Affairs</i> (979) 845-4457 s-bednarz@tamu.edu</p>	<p>Texas A&M University at Qatar Alia Fakhr <i>Executive Assistant to the Dean and CEO</i> +974-4423-0155 alia.fakhr@qatar.tamu.edu</p>	
<p>Bush School of Government & Public Service Arnold Vedlitz <i>Executive Associate Dean</i> (979) 845-7063 avedlitz@tamu.edu</p>	<p>Health Science Center Amanda Allen <i>Associate Director</i> (979) 436-9116 aallen@tamhsc.edu</p>	<p>School of Law TBD</p>

Administrative Area Coordinators

President's Office
 Misty Skaggs
Senior Project Coordinator
 (979) 845-2217
m-skaggs@tamu.edu

Office of the Vice President for Finance and Chief Financial Officer
 Lisa Rosser
Senior Administrative Coordinator
 (979) 458-3950
lisa_rosser@tamu.edu

Provost & Executive VP for Academic Affairs
 Nancy Sawtelle
Director of Public Relations
 (979) 845-4016
n-sawtelle@tamu.edu

Vice President for Student Affairs
 Cindy Smith
Assistant to the Vice President
 (979) 845-4728
csmith@vpsa.tamu.edu

Vice President for Administration
 Merna Jacobsen
Chief of Staff
 (979) 862-1061
mernaj@tamu.edu

Texas Engineering Extension Service
 Carolyn Wells
Executive Assistant
 (979) 458-6843
carolyn.wells@teexmail.tamu.edu

Student Organizations Area Coordinators

Corps of Cadets
 Will Schrank
Assistant Commandant
 (979) 845-2811
w-schrank@tamu.edu

MSC Council President
 Luke Altendorf
Director, MSC Complex
 (979) 845-1914
luke@msc.tamu.edu

Graduate Student Council
 Brittany Bounds
President, Graduate Student Council
 (979) 862-1974
GSCPresident@tamu.edu

Residence Hall Association
 Chareny Rydl
Director
 (979) 862-3158
chareny@tamu.edu

International Student Association
 Lesley Vaculin
International Student Advisor
 (979) 845-1824
LVaculin@tamu.edu

Student Government Association
 Debbie Lockledge
Administrative Assistant
 (979) 458-1210
dlockledge@stuact.tamu.edu

***Please contact Megan Smith by e-mail at awardsprograms@tamu.edu if there are any changes to this information.**