



2014 Vice Chancellor's Awards in Excellence Program Guidelines

The Vice Chancellor's Awards in Excellence (VCAIE) Program recognizes outstanding achievements by personnel of Texas A&M AgriLife, comprised of the College of Agriculture and Life Sciences at Texas A&M University, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, Texas A&M Forest Service, and the Texas A&M Veterinary Medical Diagnostic Laboratory. The program encourages subsequent nominations in other award programs and is the highest honor given by Texas A&M AgriLife. Meritorious work is recognized through 17 categories.

Eligibility and Nominations

Any employee 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 student awards. 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. An individual is eligible to win a category once every ten [10] years (for example, if an individual receives an award in 2013 they are not eligible again until 2024), but may be considered for team awards at any time.

Nominations for each award must be made on the appropriate nomination forms and submitted electronically through the unit having immediate administrative responsibility for the nominee. This may also include the use of a local awards committee, which is strongly encouraged. ***Nominators are also encouraged to consider sending forward applicants who have already won agency or college level awards.*** Only one nomination per award category may be forwarded from a unit for consideration. **It is STRONGLY suggested that team nominations not exceed six members.**

Award Process and Selection Advisory Committee

The Vice Chancellor's Office is responsible for administering the awards program to include the distribution, publication and receipt of nomination information, guidelines and forms. An anonymous selection advisory committee of Texas A&M AgriLife employees and/or stakeholders 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 selection advisory committee will review nominations to the awards program, determine appropriate procedures for evaluation and make recommendations on winners to the vice chancellor. Members of the committee are traditionally ineligible for nomination in any award category during their term of service. However, at the discretion of the vice chancellor's office, 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.

Nomination and Requirements

A COMPLETE NOMINATION includes the following:

1. **Nomination Form** (*submitted on the provided form*)
2. **Letter of nomination** (*2 page limit; from department head, unit administrator or awards committee chair; letter must be signed*)
3. **Abbreviated Vita and/or Resume**
4. **Publications List** (*required for research nominations; optional for teaching, extension, partnership and diversity awards*)
5. **Letters of support/recommendation** (*no more than three; two-page maximum each; letters must be signed*)

1. **NOMINATION FORM: Utilize appropriate form as provided.**

The nomination form is available in fillable PDF format at agrilifeawards.tamu.edu. One form is provided for both individual award nominations and team nominations.

2. **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).**

3. **ABBREVIATED VITA AND/OR RESUME:** An abbreviated vita and/or resume must be submitted. **Information should be submitted in 12-point font and limited to two (2) pages for individual award nominations and four (4) pages for team nominations.** For individual awards, the document should include education, employment/experience, awards, honors, professional memberships, committee/teaching assignments if applicable, and other related information as appropriate. For team awards, the vita should include a brief summary of the team's activities, accomplishments and the impact of the team's contributions along with a listing of any type of recognition, awards or honors the team may have received (do not include individual vitas on team members).

4. **PUBLICATIONS LIST:** A publications page is required for all nominations in the research category. Publications are optional for all other awards.

- 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.** List in chronological date order (2013, 2012, 2011...) and **BOLD** the author/nominee's name.
- 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.

5. **LETTERS OF SUPPORT/RECOMMENDATION:** **No more than three (3) letters of support/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 unit so that this information can be included within the electronic nomination file.*

Submission Requirements

All information should be presented in no smaller than 12 point font size. Nomination must be compiled in order as outlined above and saved in a PDF format. Name each nomination file as follows:

Award category – first and last name of nominee.pdf (Example: Administration – John Jones.pdf)

Nomination Deadline

Each nomination should be submitted in one (1) PDF file by 12 noon, on Wednesday, September 17, 2014 to be considered.

Presentation of Awards

Individual recipients of a Vice Chancellor's Award in Excellence shall receive a \$700 monetary award, pin and framed award. Team members of a Vice Chancellor's Award in Excellence shall share in equal distribution of a \$3,000 monetary team award; each team member shall receive a framed award and pin. Awards will be presented at an appropriate event.

AWARDS IN TEACHING

One award may be presented in each of the following two (2) categories:

- **Teaching**
- **Graduate Student Teaching** (*see additional criteria at bottom of page*)

Nominees must have some portion of their appointment in the Texas A&M University 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, but is not required.** 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 advising, 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 academic 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 be a masters or doctoral student and must be enrolled at the time of nomination. Award is limited to teaching completed while a student in a graduate program at Texas A&M University.

AWARDS IN RESEARCH

One award may be presented in each of the following two (2) categories:

- **Research**
- **Graduate Student Research** (*masters or doctoral student on/off campus; see additional criteria at bottom of page*)

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, natural resources, the life sciences, or veterinary medicine, and related industries.
- **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 is in a graduate program at Texas A&M University. 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

One award may be presented in each of the following two (2) categories:

- **County Agent** (Includes agents across Agriculture and Natural Resources Programs, Family and Consumer Sciences and/or 4-H and Youth Development)
- **Extension Specialist/Program Specialist serving state or region**

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, but is not required.** 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 Awards

- Outstanding subject-matter knowledge, competency and strong professional qualities that are a credit to the Texas A&M AgriLife Extension Service 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 media, training programs, demonstrations, conferences, and personal contacts.
- Cooperates with co-workers, other colleagues in the System and beyond, and personnel in other agencies and organizations in increasing effectiveness of programs.
- Demonstrated recognition as an outstanding professional in their field.

AWARDS IN SERVICE

Two (2) awards may be presented to individuals who are members of the service agencies of Texas A&M AgriLife, the Texas Veterinary Medical Diagnostic Laboratory and the Texas A&M Forest Service. These agencies perform vital services in fulfilling the mission of Texas A&M AgriLife in serving the citizens of Texas. One award may be presented in each of the following two (2) categories:

- **Public Service in Forestry (Texas A&M Forest Service)**
- **Diagnostic Services (Texas A&M Veterinary Medical Diagnostic Laboratory)**

Criteria for Service Awards

- Innovative approaches to the solution of problems and meeting special needs in assigned areas of responsibility.
- Displays outstanding subject matter knowledge and professional qualities.
- Performs duties well above the normal expected level.
- Demonstrated positive impact of activities at the local, state, national and international levels.
- Exceptional contributions and commitment to the mission of the agency.

AWARDS FOR STAFF

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

- **Business and Operational Staff**
- **Office and Administrative Staff**
- **Technical and Programmatic Staff**
- **AgriLife Services Staff** (Includes staff of AgriLife Administrative Services, AgriLife Communications and AgriLife Information Technology)

Business and operational staff awards are designed to recognize individuals who excel in office management, accounting, purchasing or other such special functions that are vital to their respective administrative unit.

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

Technical and programmatic staff awards are designed to recognize individuals who demonstrate exceptional technical skills in research, teaching, extension, special activities or program support. 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. NOTE: Awards shall not be restricted to those nominees having the word "technician" in their job title. For example, extension associates are eligible in this category. This award is not intended for postdoctoral students or for individuals whose primary responsibility is to conduct research.

AgriLife services staff awards are designed to recognize individuals in AgriLife Administrative Services, AgriLife Communications and AgriLife Information Technology who demonstrate exceptional skills and customer service. Evaluation of nominees will be based on overall positive contributions, the development of unique solutions to problems or special needs and commitment to customer support of AgriLife operations in their respective unit.

Criteria for Staff 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.
- Recognized by customers as providing consistently outstanding service.

AWARD FOR DIVERSITY

One (1) award may be presented to an individual or team to recognize extraordinary efforts, achievements and innovations in the recruitment, retention, or development of courses, 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 the team served to achieve and promote 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 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 or team 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 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 knowledge through outreach programming efforts.
- Service that leads to improved status of Texas A&M AgriLife in international activities.
- Evidence of influencing long-lasting changes in one or more countries.

AWARD FOR ADMINISTRATION

One (1) 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

- Innovative approaches developed to accomplish the overall objectives of the administrative unit and to develop the potential 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, and the administrative unit.

AWARDS FOR COLLABORATION

Collaboration 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 collaborative efforts, both internal and external. One award may be presented in the following two (2) categories:

- **Partnership**
- **Team** (*see additional criteria at bottom of page*)

The **Partnership Award** is designed to recognize individuals or teams that develop and participate in partnership efforts with industry, agency, university and/or associations 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.**

The **Team Award** is designed to recognize and encourage a collaborative interdisciplinary team approach to solving problems or accomplishing new programs or goals that support the teaching, research, extension and/or service missions of Texas A&M AgriLife.

Criteria for Collaboration Awards

- 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 or staff 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/or 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....)

Additional Criteria for the Team Award – Special consideration will be given to interdisciplinary team approaches to highly complex issues or problems. The accomplishments of the 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 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.**