



## HELPFUL TIPS IN SUBMITTING SUCCESSFUL NOMINATIONS FOR TEXAS A&M AGRILIFE RESEARCH FACULTY FELLOWS AWARDS

*(Developed from comments by former members of Faculty Fellows Review Committees)*

Established in 1998, the Texas A&M AgriLife Research Faculty Fellows Program seeks to acknowledge and reward exceptional research faculty in Texas A&M AgriLife Research. Nominations to the fellows program are usually well-prepared and reflect well on the excellence of the nominees. However, sometimes more can be done to strengthen the nature of award nominations.

These “helpful hints” are intended to aid in the preparation of Faculty Fellows nominations so that your nomination will be successful in addressing the criteria and improve the communication of the main ideas involved in the awards program.

1. **Nomination Summary** should follow prescribed form to include no more than 5 pages maximum; single-spaced; 12 point font. Summary should include:
  - a. Summary of Nomination *[to be provided by nominator; no more than 2 pages]* - to include an overall perspective and context of nominee’s lifetime achievements and contributions within the past five years; the use of summary table(s) is encouraged.
  - b. Summary of Research-Related Activities ***[for the past 5 years]***
    - Scientific Achievements (# of)
    - Contracts and Grants (# of and award \$s)
    - Graduate Students (# of graduate students and dates of graduation)
    - Honors, Awards and Professional Society Involvement
    - Other Accomplishments
  - c. Narrative of Justification for Nomination - describe the impact and significance of the candidate’s research program and contributions during last five years.
  - b. Abbreviated Faculty Achievement Report/Curriculum Vitae ***[LIMITED TO 10 PAGES]***  
Curriculum vitae should be based on past five [5] years. NOTE: The CV is not included within the 4-page nomination maximum; however, CV is limited to 10 pages maximum.  
A URL link to a full curriculum vitae is welcomed; the use of summary tables is encouraged.
2. **Guidelines:** All forms should follow the guidelines in terms of length, page limits, and font size. Committee members have found that those not following the basic guidelines tend to be difficult to read and do not communicate the ideas of excellence intended by the preparer.
3. Do not include articles which have been submitted or are in review as part of the nomination summary or faculty achievement report/curriculum vitae.
4. Do not include cover sheets. Submit one (1) electronic file to designated e-mail address.
5. Award nominations will be evaluated based on criteria to include, but not limited to:
  - Impact of Science
  - Grants and Contracts
  - Support for Others
  - Intellectual Property
  - Publications and Documentation
  - Leadership and Service
  - Graduate Students