



2013 Vice Chancellor's Awards in Excellence Program Checklist and Timeline

CHECKLIST CONSIDERATIONS -- CHECK-LIST FOR A SUCCESSFUL NOMINATION (v)

Below is a checklist to guide your submission of a nomination for a 2013 Vice Chancellor's Award. Please review the award criteria for specific details on the submission requirements and process.

___ Nomination form (*use prescribed form*)

___ Letter of nomination (*2 page limit; from department head, unit administrator or awards committee chair*)

___ Abbreviated Vita and/or Resume (*in the instance of team awards, please 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*)

___ Publications List (*required for research nominations; optional for all other awards*)

___ Letters of Support/Recommendation (*no more than three letters; one-page maximum each*)

___ Compile nomination in order listed above (*nomination form, letter of nomination, vita/resume, publications and letters of support*)

___ Save in one file (.PDF file format) Name file as follows: Name of category – first and last name of nominee.pdf (*Example: Administration – John Jones.pdf*)

SUBMIT ONE (1) ELECTRONIC .PDF FILE IN PROPER ORDER TO AgriLifeAwards@agnet.tamu.edu no later than 12:00 noon on Friday, October 4, 2013

NOTE: 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.

VICE CHANCELLOR'S AWARDS IN EXCELLENCE TIMELINE – TIMELINE FOR THE NOMINATION PROCESS

September	Vice Chancellor distributes "Call for Nominations"
October	Nomination packets are due to Vice Chancellor's Office by 12:00 noon on Friday, October 4, 2013 Selection Advisory Committee Review/Recommendations submitted to the Vice Chancellor
November	Recipients receive award notification from the Vice Chancellor's Office
January	Presentation of Awards during an Awards Ceremony