



❖ **REGENTS FELLOW** ❖  
**SERVICE AWARD**

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## PURPOSE, AWARD AND ELIGIBILITY

### PURPOSE

Each year, the Board of Regents of The Texas A&M University System honors and recognizes extension, research and service professionals within the agricultural and engineering agencies and the veterinary medical diagnostic laboratory. These professionals must have demonstrated significant commitment and contributions to their respective agency by providing exceptional leadership in educational or program delivery/scholarship, research, extension or service that have resulted in significant impact and lasting benefits to the state of Texas and beyond.

### AWARD

The Regents Fellow Service Award is based on the accomplishments of the nominee up through the past fiscal year. The designation of Regents Fellow is the highest System-wide honor and it carries with it extraordinary responsibilities. Regents Fellows are expected to function as role models within the A&M System and to devote appropriate service to System-wide activities, both ceremonial and professional, when requested to do so by their chief executive officer and/or the chancellor.

### ELIGIBILITY

A nominee for the Regents Fellow Service Award must be a full-time senior level researcher or service delivery professional with no less than a 50% agency appointment for a minimum of five (5) consecutive years within the A&M System.

#### The Regents Fellow nominee must present evidence of the following:

- A distinguished record of educational or program delivery/scholarship, research, extension or service
- A distinguished record of outstanding service both at the local and state and/or national/international levels
- A demonstrated record of significant commitment and contributions to their respective agency within the A&M System
- A record of notable indicators of the potential for continuation of distinguished performance in at least one of the following areas (educational or program delivery/scholarship, research, extension or service)
- Exceptional contributions to knowledge-base and/or development of scholarly principles that have resulted in published research, inventions, processes or methods that are significant and influential to the respective agency
- Outstanding, creative ability to conduct and deliver educational or program delivery/scholarship, research, extension or service (as appropriate to agency)
- Recognition by professionals within nominee's field or scientific community as evidenced through honors and awards, participation on state/national or international committees, panels or commissions; and
- Recognition by external stakeholders, clients and/or constituents

*Note: Individuals who have received the Regents Professor Award are not eligible to receive the Regents Fellow Service Award.*

## NOMINATION AND SELECTION PROCESS

### A&M SYSTEM "CALL FOR NOMINATIONS"

A *Call for Nominations* is issued from the A&M System Chancellor in February to the agency Chief Executive Officers (CEOs). The call for nominations is expected to be forwarded to directors, division heads, assistant directors, program chairs and others as appropriate.



## NOMINATION AND SELECTION PROCESS OVERVIEW

The designation of Regents Fellow is a prestigious award from the System to highlight exemplary agency professionals. Therefore, the nomination packet assembled for review should offer a summary of the best of the nominee's leadership performance in programmatic development and delivery, research, extension or service during his/her career.

Although it is not a requirement for a nominee to have demonstrated an equal exemplary performance record in all three service areas (educational or program delivery/scholarship, research, extension or service) it is desirable that the nominee have experience in more than one area. The nomination packet should clearly highlight the respective service area(s) being considered worthy of the award.

The selection process is a two-step procedure. The first step requires submission of materials for the Agency Nomination Packet. The second step requires submission of additional materials for the System Nomination Packet.

## AGENCY NOMINATION PROCESS

Upon receipt of the Chancellor's *Call for Nominations* for the Regents Fellow Service Award, the CEO of the respective agency will announce the onset of the nomination and selection process. A review/selection committee shall be appointed by the CEO.

It is recommended that the committee include a past Regents Fellow recipient to serve as an ex-officio representative.

Nominations may originate from: division heads, directors, program chairs, administrators, award committees, and individual or groups of professional staff members. All nominations should be coordinated through the nominee's respective organizational unit and/or the chief executive officer.

The appointed committee will review the submitted Agency Nomination Packet, ensuring *eligibility* and *selection*, have been adequately addressed and make recommendations to the CEO for a Regents Fellow Service Award. Nominees who have joint appointments require review and approval by the CEO of each System member.

Following the review and concurrence by the agency CEO, final nominee(s) will be notified and a formal nomination packet will be prepared for submission to the Office of the Vice Chancellor for Academic Affairs. This requires the final nominee(s) to submit a more comprehensive set of materials noted in step II — the System Nomination Packet.

*Note: Agencies employing less than 200 research, extension or service professionals may forward one nominee for a Regents Fellow per fiscal year. Those having more than 200 professionals may forward two nominees.*

*An agency may not increase its number of nominees in a given year in order to make up for years in which they did not submit a nomination.*



## STEP I. AGENCY NOMINATION PACKET

The primary evaluation of the candidate's qualifications shall be the responsibility of the agency. The following documents shall be submitted as part of the agency nomination process for a candidate to be considered a nominee:

- ❑ **Nominating Letter (three page maximum):** A letter of nomination submitted to the selection committee from any of the following: division heads, directors, program chairs, administrators, award committees, and individual or groups of professional staff members.
- ❑ **Summary Presentation (third person, five page maximum, single space, 12 point font):** The summary presentation should be a compilation of the nominee's most outstanding qualifications, major achievements, and contributions with clearly demonstrated superior performance in educational or program delivery/scholarship, research, extension or service. This can be achieved through a personal statement by the nominee establishing the importance of his/her accomplishments in one or more of the following areas (educational or program delivery/scholarship, research, extension or service).

Since a curriculum vitae will be a part of this packet, the statement should attempt to go beyond what is in the vitae.

- ❑ **Vitae (25 page maximum):** A current and moderately detailed vitae highlighting the nominee's career and outstanding accomplishments. Please delete all personal references such as marital status and family references.
- ❑ **Optional Supporting Material (five page maximum):** Samples of educational or program delivery/scholarship, research, extension and service-related materials that further endorses the nominee's candidacy.

## STEP II. SYSTEM NOMINATION PACKET

The following documents must be submitted electronically through the link located on the Regents Awards website: <https://www.tamus.edu/academic/regents-awards/>

### Nomination Documents:

- ❑ A **Letter of Transmittal** from the chief executive officer(s) addressed to the Chancellor, endorsing the nominee;
- ❑ A *brief description* of the university/agency's **Nomination, Review and Selection Process**, to include criteria which were considered;
- ❑ A **color Photograph** [headshot] of the nominee (submitted as an electronic file - .jpg, with a resolution of 300 dpi—not embedded in a Word or pdf file);
- ❑ A current and moderately detailed **Vitae** (no more than 25 pages). Please delete all personal references such as marital status and family references;
- ❑ A final **Summary Presentation** (third person, five-page maximum, single spaced, 12 point font) that contains a compilation of the nominee's most outstanding qualifications, major achievements, and contributions which clearly demonstrate the nominee's competence in exceeding the three listed criteria areas for the award (may be same presentation submitted as part of the agency nomination packet);

*Step II System Nomination Packet Process  
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## Nominee Electronic Portfolio Submission

The nominee's portfolio will be submitted electronically using a flash drive (no paper portfolio will be accepted) on or before the stated deadline. The flash drive should be mailed or hand delivered to: The Texas A&M University System, Office of the Vice Chancellor for Academic Affairs, 301 Tarrow, 7th floor, College Station, TX 77840-7896.

The portfolio documents should be configured into separate folders as outlined in the portfolio document section below and saved as a PDF document within the folders. The following items should be included in the electronic portfolio submission:

### Electronic Portfolio Documents:

- ❑ **Nomination Form Folder:** The completed Nomination form (fillable nomination form is located on the Academic Affairs website) must be submitted as part of the portfolio packet;
- ❑ **Letters of Support Folder:** A maximum of 10 Letters of Support and/or endorsement from external, stakeholders, clients, constituents and/or appropriate colleagues;
- ❑ **Past Awards and Recognitions Folder:** A summary/list of Past Awards and/or Recognitions should accompany the nomination packet;
- ❑ **Other Supporting Materials Folder:** A list or examples of any other Supporting Materials such as contract and grant activity, patents, licenses and the development of technology, technical assistance or response efforts and its impact on society or the economy that may not fall into one of the categories listed above;
- ❑ **Educational or Programmatic Delivery/Scholarship Folder:** The nominee should include a selection of their best work in educational programs, research results, curriculum delivered or other creative or scholarly activity. While articles are not required, they may be submitted as representative selections. Books should be summarized;

- ❑ **Research Folder:** The nominee should include samples of distinguished research. Distinguished research must exceed the work generally considered to be a part of the nominee's basic professional work (professional committees, etc.) and should represent research that exceeds and is exceptional to what is normally expected and compensated. Such research must extend over multiple years and involve the application of the nominee's expertise and interests to issues of public concern. Nominees should provide a summary of research contributions to agency, community, region, state/nation, and/or the international arena, stressing those activities that are of particular significance and relevant outcomes;
- ❑ **Extension or Service Folder:** The nominee should include samples of distinguished service. Distinguished service must exceed the work generally considered to be a part of the nominee's basic professional work (professional committees, etc.) and should represent service that exceeds and is exceptional to what is normally expected and compensated. Such service must extend over multiple years and involve the application of the nominee's expertise and interests to issues of public concern. Nominees should provide a summary of service contributions to agency, community, region, state/nation, and/or the international arena, stressing those activities that are of particular significance.

The following is suggestions of documents which nominees may utilize to summarize their educational or program delivery/scholarship, research, extension or service contributions and the impact of these contributions to the state, nation and beyond.

Publication-related documents may include, but are not limited to:

- a) Peer reviewed articles, refereed journals, book chapters, and abstracts
- b) Research reports
- c) Media releases
- d) Newsletters
- e) Invited presentations
- f) Agency/specialty/applied research publications
- g) Results of surveys and evaluations
- h) Websites



## SYSTEM REVIEW PROCESS

A system review committee chaired by the Vice Chancellor for Academic Affairs and comprised of other designated Vice Chancellors and past regents recipients will review the Regents Fellow candidate packets. Their recommendation will be forwarded to the Chancellor and then, upon recommendation by the Chancellor, to the Board of Regents.

The system review committee will focus on the accomplishments and distinguished career of the nominee in the areas of commitment and contributions to their respective agency, leadership in educational or program delivery/scholarship, research, extension or service.

## BOARD OF REGENTS ACKNOWLEDGEMENT

Regents Fellow is the highest recognition awarded to the selected agency professional. The designation of Regents Fellow shall be formally approved during the fall Board of Regents meeting. Following Board approval, a special recognition event/ceremony shall commence at a date/location chosen by the Board of Regents and in consultation with the Chancellor.

## REGENTS FELLOW RECOGNITION

- The recipient shall retain the title of *Regents Fellow* for the duration of their service within the A&M System
- Recipients receive a monetary stipend of \$15,000, payable as a non-base award. The respective agency may, at their discretion, award the entire stipend at one time. The stipend will be funded from each respective agency through the normal budgeting process
- The Regents Fellow recipient is given a special commemorative medallion bearing the seal of the A&M System. The medallion is designed to be worn on special agency occasions when appropriate
- The medallion, inscribed nameplate and certificate, signed by the Chancellor and Chairman of the Board of Regents, are presented to the Regents Fellow recipients at the special recognition ceremony.