

Director's Awards Guidelines

Texas A&M AgriLife Research is the state's premier research agency in agriculture, natural resources, and the life sciences. We conduct hundreds of projects spanning many scientific disciplines to deliver life-sustaining and industry-changing impacts to citizens throughout Texas and around the world.

Purpose

The Texas A&M AgriLife Research Director's Awards seeks to recognize and reward the achievements of individuals and teams with outstanding work to support our research mission. Meritorious accomplishments are recognized through 5 award categories.

Eligibility

- Any employee with a research appointment in Texas A&M AgriLife Research, the College of Agriculture and Life Sciences or the School of Veterinary Medicine and Biomedical Sciences is eligible for nomination if he or she has been employed by Texas A&M AgriLife Research for at least 24 consecutive months before the date of nomination. *(Exception: Team awards: One half of team members must have 24 consecutive months of service with 50% or more appointment to Texas A&M AgriLife Research to be eligible.)*
- An individual is eligible to win a category once every five years but may be considered for team awards at any time.

Award Nomination Process

The Research Director's Office is responsible for administering the awards program including the distribution, publication and receipt of nomination information, guidelines and forms.

Nominations for awards will be submitted electronically according to guidelines and forms provided at the time of the Call for Nominations. Units are limited to one nomination per award category.

Award Selection Advisory Committee

An anonymous award Selection Advisory Committee will be appointed by the Director. Representation will include both on- and off-campus members. Committee members are discouraged from submitting nominations or providing letters of support for nominations while serving on the Selection Advisory Committee.

Presentation of Awards

Awards will be given annually. Individual recipients of a Director's Award shall receive a \$500 monetary award and a framed certificate. Team members of a Director's Award shall share an equal distribution of a \$2,000 team award and each team member shall receive a framed certificate. Awards will be presented at an appropriate event.

Nomination Packet

A nomination packet (with 12-point font) should be consolidated into a single pdf for electronic submission and will include the following:

1. NOMINATION FORM: (*submit on the provided electronic form*) The nomination form is available at <https://agrilifeawards.tamu.edu/texas-am-agrilife-research/directors-award/>. The same form is used for both individual award nominations and collaboration/team nominations.

2. LETTER OF NOMINATION: (*2 page limit*) The unit head or award chair must submit a signed (original or electronic) letter of nomination summarizing the contributions of the nominee and impact of the nominee's contributions as it relates to the criteria for the specific award. Because the selection committee is interdisciplinary, care should be taken to explain the nominee's research and accomplishments in a way that is understandable to those outside the nominee's field.

3. CURRICULUM VITAE OR RESUME: (*2 page limit for individuals*) An abbreviated Curriculum Vitae or Résumé must be submitted. 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.

4. TEAM ACCOMPLISHMENTS: (*Required for team awards only*) Attach a document, no more than 4 pages, that includes a 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 curriculum vitae for team members.

5. PUBLICATIONS LIST: (*1 page limit, no more than 12 key publications in the past 5 years*)

- Publications should include a selective list of no more than 12 key publications within the past five 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. List in chronological date order starting with most recent.
- 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.

6. LETTERS OF SUPPORT: *(at least one, but no more than three signed letters may be included; maximum length of two pages each)*

In soliciting letters of support for your nominee, please remind writers to send signed letters of support directly to the nominating unit so this information can be included within the electronic nomination packet. Letters of support may be included from 2 years prior, for example, if you are resubmitting a nominee in a subsequent year for consideration, the same letters of support may be included.

Submission Requirements

Please submit nomination packets to **Angela Bailey** in the director's office at angela.bailey@ag.tamu.edu. All information should be presented in 12-point font size. The nomination packet must be compiled in the 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: Technical Support – Jane Jones.pdf)

Nomination Deadline

Each nomination packet should be submitted in one PDF file by 5:00 pm no later than Monday, November 14, 2022.

Director's Awards Categories

- **Research Scientist of the Year**

- **Administrative Staff Support Award**

- **Technical Staff Support Award**

- **Infrastructure/Information Technology (IT) Staff Award**

- **Collaboration Award**

RESEARCH SCIENTIST OF THE YEAR

One individual award may be presented in this category. This award honors research scientists who have garnered significant recognition for their achievements and valuable contributions to science over the past year. It is not intended as a lifetime achievement award.

A selective list of no more than twelve key publications authored or co-authored by the nominee during the past five years must be included in the nomination document. 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.

Criteria for Research Award

- Creative ability and adherence to scientific philosophy and scholarly principles.
- Important contributions to research and/or developments in the broad fields 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, natural resources or the life sciences through either theoretical or practical application.
- Diversification of activities such as advising graduate and postdoctoral students; 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, and related industries.

STAFF AWARDS

One individual award may be presented in each of the following categories:

- **Administrative Support**
- **Technical Support**
- **Infrastructure/IT Support**

Administrative staff awards recognize the contributions of individuals who possess a mastery of office administration 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 and may include office management, accounting, business operations, purchasing or other such special functions that are vital to their respective administrative unit.

Technical staff awards recognize individuals who demonstrate exceptional technical skills in research, special activities or program support. They may 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. Awards shall not be restricted to those nominees having the word "technician" in their job title. This award is not intended for postdoctoral students or for individuals whose primary responsibility is to conduct research.

Infrastructure and Information Technology (IT) support award recognize individuals who demonstrate exceptional skills and abilities to support the infrastructure and operations of research, with a particular focus on maintenance of facilities, equipment, computing systems or other infrastructure critical to the support of the research mission. 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 were 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 Texas A&M AgriLife Research.
- Positive impact on the public and personnel outside and within their respective unit.
- Recognized by customers as providing consistently outstanding service.

COLLABORATION AWARD

One award may be presented in this category.

The Collaboration Award is designed to recognize and encourage a collaborative interdisciplinary team approach to solving problems or accomplishing new programs or goals that support the mission of Texas A&M AgriLife Research. The interdisciplinary team may be comprised of individuals in a single administrative unit, or more likely across other units, departments or institutions. Team members may include people outside of the A&M system, up to 6 of the top members.

Criteria for Collaboration Awards

- Emphasis on the development of research 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.
- 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).
- 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 suggested that team nominations not exceed six members.