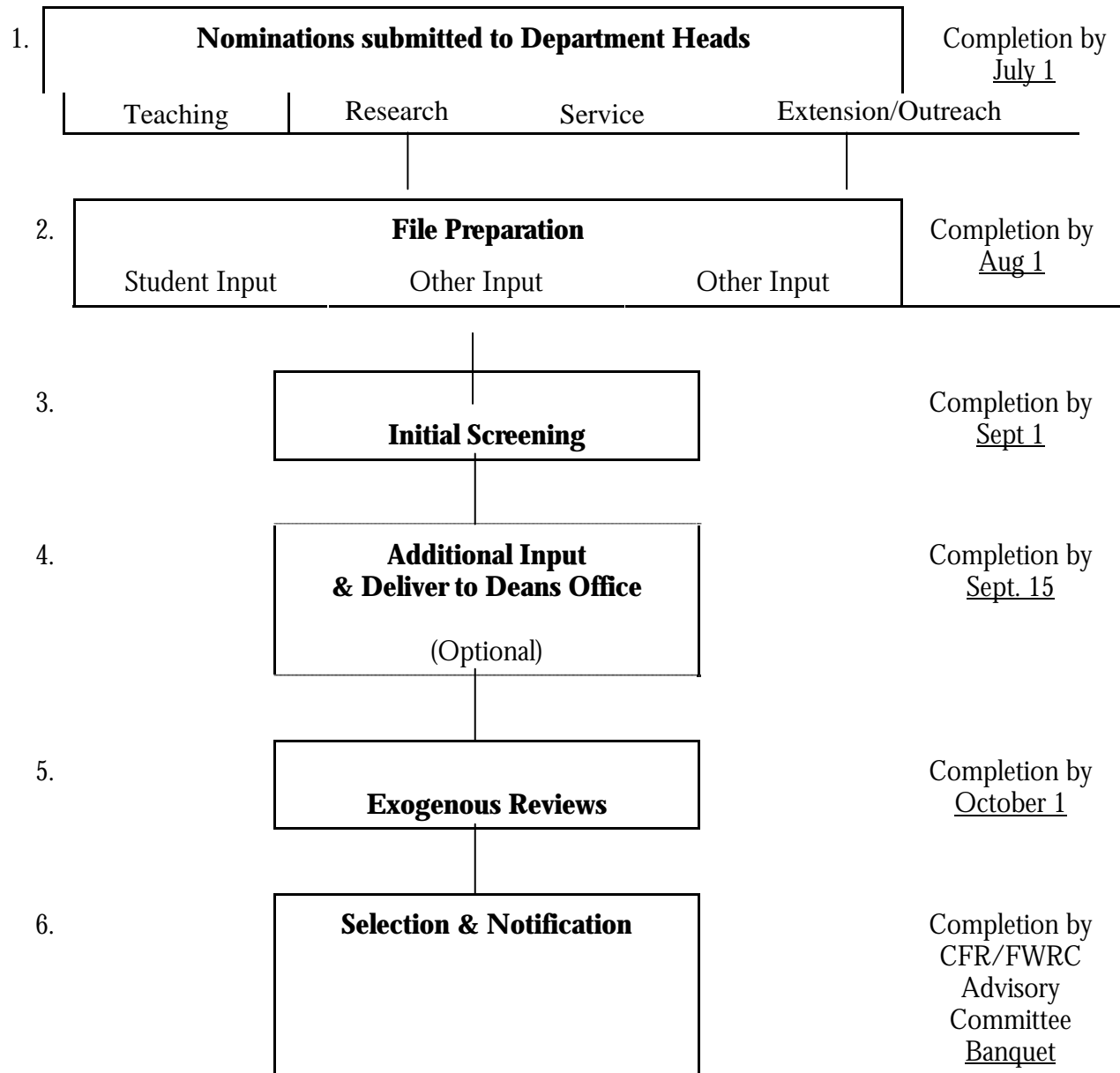


## Procedure Outline - CFR/FWRC Faculty Awards

*(The six steps in the outline correspond to the numbered recommendations and notes at the bottom of the page.)*



1. **Nominations:** Each Department Head should name a 3-person committee to initiate nominations from their department each year, and to facilitate dossier preparation. Committee members are not excluded from being nominated to receive awards. Each year, the committee should solicit nominations from students, faculty, and staff in their department *(a very simple form should be distributed - the form should list the criteria for each category of the award, names of all faculty, and a signature line for the nominator)*. Nominators may indicate their nominees for the categories of teaching,

*research, service, and extension/outreach by circling a faulty member's name, designating the category, and signing the form. The committee should request nominations from respective department heads to insure that all qualified nominees have been considered, and should facilitate preparation of the dossier information on each nominee (see step 2). Nominations should be completed by July 1.*

2. **File Preparation, with Student and Outside Input:** The final application file for each nominee should be a maximum of seven (7) pages. The packet should include an abridged, up to date, vita (CV), maximum of three external and/or internal letters of support from individuals familiar with the qualifications of the nominee, and a statement of support by the department head. No supporting materials may be included. Font size must be 12 or larger with one inch margins. *The committee should be responsible for soliciting letters* (nominees should furnish names and addresses) and may choose to solicit more than three letters of support for each nominee, but should include in his or her application file only three letters which most clearly reflect the candidate's qualifications. *These letters of support for each nominee should remain on file for three years and may be used by the nominee in support of future nominations.* For the teaching award, letters should be obtained from current and/or former undergraduate, graduate, and continuing education students. For the research, service, and extension/outreach, letters should be obtained from a clientele, collaborators, cooperators, etc.; the committee should consult with each nominee for suggestions on appropriate individuals to be contacted for this input. The committee should clearly instruct the nominee, students, and outside individuals involved that the awards criteria to emphasize the innovative and/or distinguished contributions of the faculty member within the context of his or her career level and appointment. It should also be made clear that only the last 3 years are to be considered relevant and included in the abridged current vita for the evaluation process. Each abridged vita and selected three letters of recommendation should be forwarded to the Department Head by August 1. Department Heads should keep all nomination files and subsequent decisions confidential.
3. **Initial Screening:** The number of candidates for each award should not exceed one from each department. Selection of two candidates is not obligatory, however; nominating, file preparing, and initial screening procedures within a department may result in either one, or no candidate for each award in a particular year. The Department Head is responsible for this screening, although the Department Head may invoke the assistance of other appropriate individuals in the decisions. Confidentiality should be maintained beyond this stage in the evaluation process. Initial screening should be completed by September 1.
4. **Additional Input:** The Department Head should examine each candidate's file and assess its completeness in representing the faculty member's qualifications. Department Heads have the option of adding a letter of recommendation to the file, and also of providing one or two additional letters personally requested from outside sources. Department Heads may choose not to seek additional input, but the option exists to help ensure that a complete picture of each candidate is obtained before forwarding. The Department Head should send all candidates files to the Dean's office by September 15.

5. **Exogenous Reviews:** Reviews should be solicited from three to six Deans, Directors, or other qualified individuals, e.g., corporate CEO's or individuals affiliated with foundations, government agencies, professional associations, etc. Each reviewer will review only one category of awards. The reviewers should be experienced in administering teaching, research, service, and extension/outreach programs that include forestry, forest products, and wildlife and fisheries. These individuals will be contacted by the Dean's office prior to receiving the files for review, and will be asked simply to rank the candidates for each award. Exogenous reviewers should be clearly instructed to consider the contributions of each candidate within the context of his or her appointment and length of service. They should also be informed that although there may be candidates for each award, they can choose to recommend that no award be given due to the lack of any candidate with qualifications that can be judged truly meritorious. This final guideline will help ensure the prestigious nature of the awards over time. Rankings should be returned to the Dean's office by Oct. 1.
6. **Selection and Notification:** Selection should be based on a simple examination of the rankings received in the exogenous review process. Individuals who are to receive the awards should be notified at the CFR/FWRC Advisory Committee Banquet in the fall.

# Criteria for CFR/FWRC Faculty Awards

*At least one but not necessarily all criteria for each category need to be satisfied for nomination. In the abridged curriculum vita, only the last 3 years will be considered relevant in the evaluation process.*

## **Teaching**

- ✓ Outstanding and innovative teaching techniques in the classroom and/or laboratory that create an active learning environment
- ✓ Excellence in producing effective measures of student learning through ongoing assessment and prompt feedback
- ✓ Exemplary teaching methods that are based upon respect of diverse talents and ways of learning
- ✓ Exemplary dedication to advising and teaching at the undergraduate, graduate, and/or continuing education level(s)
- ✓ Outstanding concern and dedication to the professional/educational development of students; notable rapport and contact with students; a recognized role model for students.

## **Research**

- ✓ Research recognized as original and innovative by peers, nationally, or preferably internationally; research recognized as exemplary relative to its creative contribution to an interdisciplinary project (i.e., ability to look beyond individual disciplines in planning research)
- ✓ Research that will or has made an impact on socio-economic welfare or cultural growth regionally, nationally, or internationally
- ✓ Ongoing development and participation in national and international collaborative research projects of mutual interest
- ✓ Outstanding contributions to the exchange of information with professionals, peers, and the general public. Evidence of such contributions may include the writing and publication of a noteworthy book, serving as an editor or associate editor of a journal or book, or (serving as coordinator of a national or international conference.)

## **Service**

- ✓ Outstanding scholarly service, (including technical assistance conducted outside of an extension appointment), in the application of professional abilities, as a representative of Mississippi State University, to enhance the quality of life either within Mississippi, nationally, or internationally. Evaluation should include the extent to which the service meets clientele needs, induces positive change, or has significant impact on societal problems or issues
- ✓ Exemplary service in the governance and operation of the Department, College, Experiment Station, Forest and Wildlife Research Center, and University that is distinguished by noteworthy service on various committees, boards, panels, task forces, and commissions
- ✓ Outstanding contributions to professional societies as an officer or on committees, an editor or reviewer for professional journals or other publications, participation in professional society activities (such as organization of or presiding over symposia or sessions at professional meetings)
- ✓ Participation as a member of advisory or review panels for government agencies and either non-governmental, funding, or international organizations.

**Extension/Outreach:**

- ✓ Outstanding scholarly service, (including technical assistance conducted within the context of an extension appointment), in the application of professional abilities, as a representative of Mississippi State University, to enhance the quality of life either within Mississippi, nationally, or internationally. Evaluation should include the extent to which the service meets clientele needs, induces positive change, or has significant impact on societal problems or issues.
- ✓ Extension activities recognized as original and innovative by peers, nationally, or preferably internationally; recognized as exemplary relative to its creative contribution to an interdisciplinary project.
- ✓ Outstanding contribution to the exchange of information with professionals, peers, and the general public. Evidence of such contributions may include the writing and publication of a noteworthy book, serving as an editor or associate editor of a journal or book, or other publication.
- ✓ Consistently strong record of output (programs conducted, impacts measured, publications produced, extramural funds secured, etc.)
- ✓ Outstanding and innovative instructional methods that create an active learning environment
- ✓ Excellence in producing effective measures of client learning through ongoing assessment and prompt feedback
- ✓ Exemplary instructional methods that are based upon respect of diverse talents and ways of learning

Reviewed: 6/2009

Next review date: 6/2010