# AWARD CRITERIA & NOMINATION INSTRUCTIONS

## Purpose

The Western Region AAAE recognizes annually an individual for outstanding accomplishments as an Extension Educator of Agricultural Extension Education broadly defined.

## Eligibility

* The award is open to AAAE members associated with the Western Region. Texas and Oklahoma AAAE members may be nominated for Western Region awards if they attend meetings regularly and do not apply for the same award in the Southern Region.
* The nominee been an agricultural educator at least three full years prior to the award date.
* The nominee has not received this award in the Western Region during the previous five years.
* The nominee is the only individual nominated from their department this year.
* The nominee must be an active member of the AAAE who has maintained reasonably continuous membership in the association.
* The nominee should have at least five years of experience teaching in higher education.

## Nomination and Selection Procedures

1. Nominations may be made by a colleague of the nominee. Self-nominations are also acceptable.
2. Nominations must be saved as one PDF document and electronically submitted to the AAAE Award Submission Site (<http://www.agedweb.org/AAAE/awards/>).
3. Past recipients or regional officers will review applications and select the award recipient(s).

## Criteria for Selection

1. The basis of the award will be:
	1. excellence in teaching undergraduates, graduate students or both;
	2. significant research in the field of extension education and related areas;
	3. scholarly writing pertaining to extension education; and
	4. service to extension education and related areas.
2. Evidence of excellence in extension education should include:
	1. Involvement and experience in extension education that advances the profession.
	2. Short and long term programs conducted in extension education.
	3. Creative/scholarly works such as bulletins, periodicals, etc., contributing to extension education.
	4. Leadership and administrative activities relating to extension education.
	5. Exemplary service to extension education organizations at the community and college/university levels.

## Nomination Materials

Nomination packets must include and shall be limited to:

* Cover sheet.
* Nomination letter (limited to 3 single spaced typewritten pages).
* Evidence of excellence in extension education (Items a-e, listed above)
* Nominee’s curriculum vitae (limited to five pages).

## Score Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | 4Excellent | 3Above Average | 2Average | 1Below Average |
| Involvement and experience in extension education that advance the profession. |  |  |  |  |
| Short and long term programs conducted in extension education. |  |  |  |  |
| Creative/scholarly works such as bulletins, periodicals, etc., contributing to extension education. |  |  |  |  |
| Leadership and administrative activities relating to extension education.  |  |  |  |  |
| Exemplary service to extension organizations at the community and college/university levels.  |  |  |  |  |
| Distinguished himself/herself in extension education.  |  |  |  |  |
| Activities conducted, promoted and/or involved in have advanced the goals and objectives of extension education. |  |  |  |  |
| TOTAL |  |  |  |  |

# COVER SHEET

|  |  |
| --- | --- |
| Name of Nominee: |  |
| Institution: |  |
| Title: |  |
| Professional Employment Record: |
| Degrees Held: |
| Nomination Submitted by: |  |
| Contact information for nominator:  |  |

**Nomination materials** (cover sheet, nomination letter, and the nominee’s curriculum vitae) **should be saved as one PDF document and electronically submitted to the AAAE Award Submission Site (**[**http://www.agedweb.org/AAAE/awards/**](http://www.agedweb.org/AAAE/awards/)**) no later than July 15th.**

Please feel free to contact Erica Irlbeck (erica.irlbeck@ttu.edu) with any questions or concerns.

NOTE: The following pages may be used as section dividers.

# Nomination Letter

Evidence of Excellence in Extension Education

# Five Page Curriculum Vitae