|  |  |
| --- | --- |
| **Logo small** | **AAAE FELLOW AND SENIOR FELLOW NOMINATION**INFORMATION AND GUIDELINES |

**Purpose:**

**Levels**: Two levels of fellowship in the American Association for Agricultural Education were approved at the annual meeting of AAAE in December, 2008: Fellow and Senior Fellow.

**Fellow:** The purpose of the Fellow award is to recognize those members of the association who have made exceptional contributions to the profession and who have no less than 10 years and no more than 20 years of active service at the university level and who show great promise for continued contributions.

No more than three Fellows may be elected in a calendar year.

Fellows automatically become Senior Fellows when they complete the 20th year of active service at the university level.

**Senior Fellow:** The purpose of the Senior Fellow award is to recognize those members of the association who have made exceptional and sustained contributions to the profession and who have more than 20 years of active service at the university level.

No more than three Senior Fellows may be elected in a calendar year. Persons who were elected as Fellows and advance to the rank of Senior Fellows are not considered in this limit.

**Nomination Packet:**

Title: Entitle the document, either:

**Nomination of \_\_\_\_\_\_\_ for election to Fellow in the American Association for Agricultural Education**

Or

**Nomination of \_\_\_\_\_\_\_ for election to Senior Fellow in the American Association for Agricultural Education**

Nominee: Include the name, mailing address (with zip code), and telephone number (with area code), and email of the nominee.

Nominator: Include the nominator’s typewritten name, signature, mailing address (with zip code), and telephone number (with area code), email, and the date.

**Basis of Nomination**:

1. **Personal achievements, recognitions, and service** (20 points maximum).
2. Degrees received. Give field, date, and institution for each degree.
3. Professional positions held. Give years, organizations, and locations.
4. Membership in honorary academic societies.
5. Membership in professional societies/organizations.
6. Honors and awards received since baccalaureate degree. (Do not include service functions in honorary organizations).
7. Service to AAAE
8. Appointed positions
9. Elected positions
10. Other service to the Association
11. Other Service (Significant service to other societies, organizations, or agencies.)
12. **Professional achievements in agricultural education** (60 points maximum).

Describe achievements only in the areas listed below in which the nominee has made significant contributions. Indicate the percent of time spent in, or the percent weight you want the evaluators to assign to each area of the activities on which the nomination is based. Assigning a "0" weight to one or more of them will not weaken your nomination. Percentages should total 100.

1. Teaching/Extension/lndustry Education (percent of time or weight \_\_\_\_\_\_\_\_.)

Achievements in (1) communicating ideas clearly, (2) influencing attitudes or motivating favorable action, to a significant degree, with students or clients. Evaluate the quality and effectiveness of publications supporting the nominee’s performance.

1. Investigative Competency (percent of time or weight \_\_\_\_\_\_\_\_.)

Evaluate significance and originality of basic and applied research contributions and evidence of creative reasoning and skill in conducting research.

Evaluate quality and effectiveness of research publications.

1. Service (Significant service to the profession in universities, foundations, associations, commercial organizations, communities, etc. DO NOT repeat information listed in Section l.) (percent of time or weight \_\_\_\_\_\_\_\_\_.)

Development or improvement of significant program practices or products in agricultural education. Significance, originality, and acceptance by the public.

Evaluate the quality and effectiveness of publications to support the significance of the program practices or products.

1. Leadership (percent of time or weight \_\_\_\_\_\_\_.)

Evidence of creativeness and effectiveness or administrative activities within or outside of the USA.

1. **Summary** (20 points maximum)
2. Professional publications. On one page or less, give the total number (not the titles) of professional publications in each of the following categories: (a) books written, (b) books or other publications edited; (c) chapters of books written; (d) technical papers; (e) non‑technical papers; (f) patents; (g) invited lecturers, seminars, or symposia presentations; and (h) other related oral, written, visual presentations, or products. On a second page, list only the twelve (12) most significant publications, patents, and presentations, or products in literature citation form.
3. Nominator’s support letter. Summarize in a half page or less, the most significant personal and professional achievements which you believe qualify the nominee for election to Fellowship in the Association. Address this letter to the Fellows Awards Coordinator.
4. Supporting letters. A maximum of three (3) supporting letters, of one page each in length, will be considered. It is important to keep letters to one page in length. Supporting letters are solicited by, and addressed to, the nominator. Members of the Fellows Committee and members of the AAAE Executive committee are not eligible to write supporting letters.

**Nomination Packet and all supporting materials should be saved as a pdf file and electronically submitted via email no later than March 1st to:**

Steve Fraze

Texas Tech University

Box 42131

Lubbock, TX 79409

Email: steven.fraze@ttu.edu

Phone: 806-742-2808

**The Nomination packet shall be limited to three typewritten pages. The Nominator’s support letter and other supporting letters do not count against the three page limit.**

**Fellows Committee**

Members of the Fellows Committee will consist of seven members. Six members should be selected from the current active Fellows. The past president will chair the committee. During the first year of the program, the committee will be specified as described below:

**Fellows Committee**

Current AAAE Past President, Chair

Six Fellows appointed by the AAAE

President

Persons serving on the Fellows Committee are not eligible to prepare nominations or write letters of support.

**Processing of Nominations**

The Fellows Committee evaluates the nominations and sends its recommended rankings to the AAAE immediate past president. The AAAE Executive Committee receives the recommendations and makes the elections on behalf of the membership. Persons elected to fellowship are informed prior to the annual meeting. Nominations will not be returned to the nominators. Each nominator is encouraged to keep a file copy of the nomination since it may be resubmitted for consideration the following year, preferably after updating.