

REGENTS FELLOW SERVICE AWARD

The Texas A&M University System



GUIDELINES for 2008-09 Fiscal Year

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1. *PURPOSE*

The purpose of the Regents Fellow Service Award of The Texas A&M University System (A&M System) is to honor service, extension and research professionals within the agricultural and engineering agencies who have provided exemplary professional service to society that has created large and lasting benefits to Texas and beyond. This award, approved by the Board of Regents in 1998 specifically for agency professionals, is analogous to the Regents Professor Award that was approved in 1997 specifically for faculty in the universities.

2. *AWARD*

Regents Fellows may be selected every year. The award will consist of the following:

- Recipients will be designated as a "Regents Fellow" and shall retain this title for the duration of their service within the A&M System.
- Recipients will receive a nine thousand-dollar stipend (\$9,000), payable in the amount of three thousand dollars (\$3,000) for three consecutive years as a non-base award. The stipend will be funded from each respective agency through the normal budgeting process.
- The Regents Fellow will be given a special commemorative medallion bearing the seal of the A&M System which will be encased in a wooden frame with an inscribed plaque. Each also shall be presented with a certificate, dated and sealed by the A&M System, and signed by the Chancellor and the Chairman of the Board of Regents, designating the recipient as a Regents Fellow.

3. *ELIGIBILITY*

Nominees for a Regents Fellow Service Award must meet the following eligibility requirement:

- **Be a full-time senior level researcher or service delivery professional (no less than 50% agency appointment) for a minimum of five (5) consecutive years within the A&M System.**

This award is intended to recognize individuals who have demonstrated a sincere commitment to their respective agency by providing exceptional leadership in developing and delivering programs and/or projects that have resulted in significant impact to the State of Texas and beyond.

Individuals who have received the Regents Professor Award are ineligible.

4. *SELECTION PROCESS*

Upon receipt of the Chancellor's Call for Nominations for the Regents Fellow Service Award each year, the Chief Executive Officer of the respective agency will be responsible for issuing a general call to faculty, professional staff and appropriate administrators for nominations.

Each Chief Executive Officer will appoint a selection committee to identify and/or review nominations to the award program.

The selection committee will review nominations, using the selection criteria (see Section 5, p. 4), and make recommendations to the Chief Executive Officer for a Regents Fellow Service Award. Nominees who have joint appointments require review and approval by the Chief Executive Officers of each System member.

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 there were no recipients.

5. *SELECTION CRITERIA*

The selection criteria for the Regents Fellow Service Award will include, but are not limited to, the following:

- Distinguished record of research and/or service accomplishments to the people of Texas;
- Demonstrated a sincere commitment to their respective agency within the A&M System;
- Creative ability and adherence to scientific philosophy and scholarly principles (as appropriate to agency);
- Exceptional contributions to knowledge base and/or development of scholarly principles that have resulted in published research, inventions, processes or methods that are everlasting contributions to science and humankind (as appropriate to agency);
- Outstanding, creative ability to conduct and deliver educational, research, extension and/or service programs that result in an enriched environment, enhanced economic returns, or a higher standard of living and/or quality of life (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
- Documented recognition by external stakeholders, clients and/or constituents.

An award portfolio (*compiled within a one-inch notebook*) will be submitted for each nominee which illustrates the nominee's contributions in the following areas:

- ***Service/Research***

Distinguished service and/or research must exceed the work generally considered to be a part of the nominee's basic professional work (professional committees, etc.) and should represent service and/or research that exceeds and is exceptional to what is normally expected and compensated. Such service and/or 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 service and/or research contributions to agency, community, region, state/nation, and/or the international arena, stressing those activities that are of particular significance and relevant outcomes.

- ***Educational or Programmatic Delivery/Scholarship***

Nominee should include a selection of their best work in service, service-related 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.

Refer to Appendix C for representative documents which may be included in the portfolio for each of the above noted areas.

6. *NOMINATION PACKET*

Following review and concurrence by the Chief Executive Officer, or each Chief Executive Officer in the case of joint appointments, a formal nomination packet will be prepared for submission to the Chancellor. Agency nominations from agricultural and engineering agencies should be submitted through their respective Vice Chancellor.

A Regents Fellow Service Award nomination packet will consist of two separate submissions as follows:

(1) Electronic Submission: [submitted to AA-AgendaItems@tamu.edu]

- A brief *letter of transmittal* from the chief executive officer(s) addressed to the Chancellor;
- A *brief description* of the agency's ***nomination, review and selection process***, to include criteria which were considered;
- A current and moderately detailed *vitae* (no more than 25 pages) containing full information on the nominee's career;
- A color [headshot] **photograph** of the nominee [submitted as an electronic file - .jpg, with a resolution of 300 dpi—not embedded in a Word or pdf file];
- A ***summary presentation*** (five-page maximum) on the Regents Fellow nominee will be prepared by the nominating agency that contains a compilation of the nominee's most outstanding qualifications, major achievements, and contributions which clearly demonstrate the nominee's competence in meeting the criteria for the award. *Please refer to Appendix B for guidance in the preparation of this document.*

(2) Hardcopy Submission: * (mailed through campus or U.S. mail)

- An ***award portfolio*** (compiled in a one-inch notebook) will include a nomination form (*see Appendix A*) and a summary which illustrates the nominee's contributions to distinguished service, research, educational delivery and/or scholarship as defined in section 5. This portfolio will be returned to the nominee upon completion of the award process.

***Address Campus mail to:**

Office of Vice Chancellor for Academic Affairs, MS 1122

***Address U.S. mail to:**

Office of Vice Chancellor for Academic Affairs
The Texas A&M University System Administrative Offices
200 Technology Way, Suite 2043, College Station, Texas 77845-3424

7. *SYSTEM LEVEL REVIEW*

A system-level committee comprised of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Technology Commercialization, the Vice Chancellor for Agriculture and Life Sciences, the Vice Chancellor for Engineering and two Regents Fellows [representing Agriculture and Engineering] will review all Regents Fellow nomination packets to ensure that the nominations meet the criteria and expectations of the award. The committee's recommendations will be forwarded to the Chancellor and then to the Board of Regents, upon recommendation by the Chancellor.

8. *BOARD OF REGENTS RECOGNITION*

Regents Fellows shall be recognized each year at a Board of Regents meeting or other special occasion chosen by the Board of Regents, in consultation with the Chancellor.

9. *SPECIAL ASSIGNMENT*

The designation of Regents Fellow 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.

APPENDIX A

Regents Fellow Service Award Nomination Form

[to be included in Award Portfolio Notebook]

(Please print or type this information)

Agency making recommendation: _____

Name of Nominee: _____
First MI Last Suffix

(Submit as you wish to have your name appear on all associated Regents Fellow Service Award materials)

Title/Position: _____

Department: _____

Mailing address (work): _____

Phone: _____ Fax: _____

E-mail address: _____

Year employed with A&M System Agency 19 __ __; or 20 __ __

Educational Background:

Distinguished Awards/year attained: _____

Areas of Interest: _____

Personal *

Home Mailing Address: _____

Home Phone: _____

Spouse OR Guest Name: _____

**Information needed by the A&M System's Board of Regents Office for sending invitations to special Awards function.*

APPENDIX B

SUMMARY PRESENTATION GUIDANCE

The summary presentation should be prepared by a member of the nominating committee, the CEO, or the nominee. It should document, in the *third person* format, the nominee's most outstanding qualifications and major achievements and outline how the nominee excels in each of the selection criteria as stated within the guidelines. It is very important that all seven selection criteria be addressed and that the document should be no longer than five pages. (Refer to Section 5, page 4 of these Guidelines.)

Sample copies of previous years' recipient summaries are available for review, should anyone wish to obtain a copy. Please email your request to:

- AA-AgendaItems@tamu.edu, or
- Contact the Academic Affairs Office by telephone at 979-458-6070.

APPENDIX C

EXAMPLE OF DOCUMENTS

for inclusion in
Regents Fellow Service Award Portfolio

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

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

- Peer reviewed articles, refereed journals, articles and abstracts
- Research reports
- Media releases
- Newsletters
- Invited presentations
- Popular press or outreach media
- Specialty publications
- Agency publications
- Web-Sites
- Educational Programs
- Applied research publications/information
- Results of surveys and evaluations
- Book chapters, etc...

◀ Documentation regarding contract and grant activity, patents, licenses and the development of technology and its impact on society or the economy

◀ Documentation regarding exemplary course delivery, technical assistance or response efforts and the impact on society or the economy

◀ External letters of commendation, support and endorsement from stakeholders, clients, constituents and/or appropriate colleagues