

COLLEGE OF HEALTH AND HUMAN SCIENCES FACULTY EXTENSION EXCELLENCE AWARD

The College of Health and Human Sciences, knowing that its own excellence lies in the excellence of its faculty, recognizes superior accomplishment in Extension through the Faculty Extension Excellence Award.

Faculty members are nominated by their colleagues and chosen by their peers for this award. An individual who has developed, implemented and evaluated an Extension program of truly outstanding quality may be honored this way. The intent is to make one award bi-annually (application submitted in even years), providing there is a qualified nominee. Due by March 1st to fhooten@ksu.edu.

Nominations for the faculty Extension Excellence Award may be submitted according to the following guidelines. Answers to questions about the guidelines may be obtained by contacting the Chair of the Faculty Affairs Committee.

GUIDELINES

Criteria:

- 1) Nominations of a faculty member should be based upon Extension programming with a single coherent theme, rather than a diverse body of work or a long-term record of productivity. The manifestation of an outstanding program will vary according to its disciplinary area. What is important is that the work has an identifiable focus, be of recognized benefit to the people of the State of Kansas, provide leadership and support to County Extension programming, and make a special contribution to the missions of the Kansas State University (“to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community”), the College of Health and Human Sciences (“to discover, disseminate and apply knowledge to meet basic human needs and improve the human condition. This knowledge advances professions, public policies, human service, business and industry”), and to the Cooperative Extension Service at the state or national level.
- 2) The principal thrust of the Extension program should have occurred within the past three years and been performed while employed by Kansas State University.

Eligibility:

- 1) Nominees must be current College of Health and Human Sciences faculty with at least a half-time appointment in the College and at least eight-tenths Extension appointment.
- 2) An individual who receives the award may be nominated again for a different endeavor.

Procedures:

- 1) An announcement letter and nomination form will be sent to all faculty in the College.
- 2) Nominations may be made by any College of Health and Human Sciences faculty member including department heads/school director. In the case of cross-disciplinary Extension

programming not uniquely associated with a single department, a nomination may also be made by any group of faculty members.

- 3) Nomination materials will be evaluated by a review committee consisting of members of the college's Awards Committee. Nominees for the award may not serve on the review committee. Faculty on the committee who write a letter for a nominee may not vote for applicants of this award. Each member of the review committee will evaluate materials submitted by/on behalf of each nominee. The members will discuss the nominees and recommend one for the award.
- 4) Since the members serving on the review committee may not be experts in the nominee's field, it is imperative that nomination materials communicate the reasons for considering the work superior relative to other work in the field.
- 5) The nominee must follow the award guidelines in order for the committee to consider your application. All nominees will be notified and will then be given instructions to electronically submit application materials to the designated College Awards Committee representative. The following application materials are to be incorporated into one pdf file and be submitted by the due date:
 - a. Name, rank, and department nominee.
 - b. Title of the work on which the nomination is based.
 - c. A very brief description (limit one paragraph), in language understandable to general public, of the work upon which the nomination is based and the recognition it has received.
 - d. Describe why the work is considered outstanding. Include professional and public acclaim, breadth of acceptance, scholarship, relevance to contemporary needs, requests for presentations and further dissemination, and the program's role in providing exemplary leadership. Funding by external agencies, while not essential as an independent criterion, may be cited. This section should be limited to 5 pages.
 - e. Three letters of support relating to the specific K-State Research and Extension program are to be submitted electronically to the nominee for inclusion in their complete application, These letters should be from individuals well qualified to be knowledgeable about the focus of the body of work. At least one of the individuals is to not be affiliated with the College of Health and Human Sciences or with the program itself.
 - f. A brief, current résumé (limit 10 pages).
 - g. Do not submit additional materials (e.g., program materials, copies of papers, slides or recordings). The review committee will request such material if it is needed. In general, reviewers from other disciplines must rely upon the evaluations and expertise of the sources quoted in the nominations rather than upon their own knowledge of the subject matter.
- 6) Following the committee's evaluation of the nominees, the chair of the review committee will submit a written recommendation to the Dean. The Dean will notify the award recipient and the candidates who did not receive the award before announcing the award to the faculty, staff, and students.

The Award:

- 1) The award will consist of a certificate and \$2,500 from the College of Health and Human Sciences Foundation Funds.
- 2) The award will be presented bi-annually in even academic years at a College of Health and Human Sciences spring all-college meeting and the fall forum.
- 3) The name of the recipient, reasons for selection, will be sent to media outlets, and to appropriate national publications in the recipient's discipline.