

**COLLEGE OF HUMAN ECOLOGY  
FACULTY EXTENSION EXCELLENCE AWARD  
Approved**

**Edited January 22, 2003**

The College of Human Ecology, 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 in even years, providing there is a qualified nominee.

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 have 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, College of Human Ecology and at 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 should have been performed while employed by Kansas State University.

**Eligibility:**

- 1) Nominees must be current College of Human Ecology 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) Nominations may be made by any College of Human Ecology faculty member including department heads. 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.

- 2) Nominations will be evaluated by a Review Committee consisting of the elected members of the Faculty Affairs Committee. Nominees for the award may not serve on the Review Committee. In the event that a Review Committee member is nominated, the Faculty Council representative from that department will serve as a replacement on the Review Committee.
- 3) Nominations should be submitted in the following format:
  - a. Name, rank, and department nominee.
  - b. Brief title of the work on which the nomination is based.
  - c. In the case of departmental nominations, the signature of the head is required. In the case of nominations from a faculty member or faculty group, all signatures of those making the nomination should be included.
  - d. A very brief description, in language understandable to general public, of the work upon which the nomination is based and the recognition it has received.
  - e. A summary of the program and of the rationale for considering it outstanding. (This justification may 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. Since members serving on the Review Committee may not be experts in the nominee's field, it is imperative that nominations communicate the reasons for considering the work superior relative to other work in the field. Funding by external agencies, while not essential as an independent criterion, may be cited. This section should be limited to five pages.)
  - f. Three letters of support relating to the specific K-State Research and Extension program. (These letters should be from individuals well qualified in the field of knowledgeable about the topic, at least one of whom is not affiliated with the College of Human Ecology or with the program itself.)
  - g. A brief, current resume.
- 4) Eight copies of each nomination and supporting materials should be submitted to Debby Hiatt, Administrative Assistant to the Dean of Human Ecology (Justin 119) by the due date. Nominations should be self-contained.
- 5) Following evaluation of the nominees, the Review Committee will submit a written recommendation to the Dean. The Dean will notify the award recipients and the candidates who did not receive the award before announcing the awards to the faculty, staff, and students.
- 6) The Dean's Office will make arrangements for all nominees to have a current photo taken for publicity purposes.

**The Award:**

- 1) The award will consist of an inscribed plaque and \$2,500, provided with College of Human Ecology Foundation Funds.
- 2) The award will be presented bi-annually in even years at the Spring Commencement for the College of Human Ecology and the Fall Forum.
- 3) The name of the recipient, reasons for selection, and photo will be sent to local and state media, and to the appropriate national publications in the recipient's discipline.