



# COLLEGE OF NATURAL SCIENCE

## DISTINGUISHED ACADEMIC STAFF AWARD

(Please complete DATA FORM and include as a cover sheet to candidate's nomination materials).

### Nomination Form

Nominee:

**IMPORTANT: PRINT NAME AS IT SHOULD APPEAR ON AWARD CERTIFICATE**

Academic Rank:

Title (if applicable):

Appointment Department(s)/College(s)/MAU(s):

Date of Initial MSU appointment:

Will need at least 10 years of continuous MSU employment.

Date of Current MSU Appointment:

Office Address:

Office Phone:

Email:

Home Address:

Cell/Home Phone:

Is the Nominee aware of nomination?      Yes      No

Nominator:

Academic Rank/Title:

Department/College:

Office Address:

Phone:

Email:

Due to NatSci Dean ([natsci.dean@msu.edu](mailto:natsci.dean@msu.edu)) by April 1

## **Checklist for submitting Distinguished Academic Staff Award**

Please submit a single pdf with the following items, in the order listed below to [natsci.dean@msu.edu](mailto:natsci.dean@msu.edu).

1. **Completed Nomination Form**
2. **Position Description** – Provide a description or a summary statement of the nominee’s current professional position and responsibilities.
3. **Statement of Nomination**
4. **Letters of Support** – At least THREE but no more than FIVE.
5. **Letter of Endorsement by Dean** (College of Natural Science Dean will include this for University Honorifics)
6. **Current CURRICULUM VITAE**
7. **Citation** (250 words)

## **Distinguished Academic Staff Award Instructions**

Please submit a single pdf with the following items, in the order listed below to [natsci.dean@msu.edu](mailto:natsci.dean@msu.edu).

- 1. COMPLETE NOMINATION FORM**
- 2. POSITION DESCRIPTION.** Provide a description of the nominee's **current** professional position and responsibilities.
- 3. STATEMENT OF NOMINATION (No more than four (4) pages).** Please enclose a written statement summarizing the nominee's continuous demonstration of excellence and that reflects a distinguished career as defined by the nominating criteria listed above in the description of the award (or on page 3). Also, include pertinent information concerning the quality of performance, contributions to the unit and the academy, as well as the community outside of Michigan State University. You may use evidence of scholarly activities, advising, public service, teaching, program development or enhancement, and any other pertinent information to substantiate demonstrations of excellence; also include any University, regional and/or national awards or recognition the nominee has received that demonstrate this. For MSU Extension staff, consider that Extension bulletins are outreach publications and may be evidence of research and/or applied research. Additionally, any pertinent information that demonstrates the nominee's attainment of excellence will be considered. The above is neither exhaustive nor restrictive, but rather representative.
- 4. ENDORSEMENT BY LEAD DEAN OR MAJOR ADMINISTRATIVE UNIT ADMINISTRATOR.**  
If candidate is jointly appointed, the lead dean provides the endorsement. Other deans or major administrative unit administrators may endorse the candidate and these additional endorsements will not count against the required number of letters of support.

5. **LETTERS OF SUPPORT (At least three but not more than five)** should substantiate the nominee’s distinguished career and apply specifically to the award. Letters may include discussions of the nominee’s performance, and internal and external (as appropriate) impact, and scholarly activities. Letters should vary from peers within the University and, as appropriate, from peers external to the University.
6. **CURRENT CURRICULUM VITAE**
7. **CITATION.** Please enclose a citation of approximately 325 words to appear in the awards brochure if the nominee is selected to receive the award. Be sure to list nominee’s name as they wish it to appear in the awards brochure and be sure to list joint appointments, with the primary appointment listed first.

**Suggestions for requesting supporting letters.**

To the Nominators:

Nominating letters should humanize the nominee, "tell a story "about why they are exceptional. In cases where one must make rather subjective decisions, a well-written statement of what the individual has done that is noteworthy, and concrete, quantitative evidence of how the nominee's work benefited their students and the institution, and broader community are critical. For university awards it is especially important to provide a description of their accomplishment that can be easily understood by a review committee of mostly non-scientists .

Template for letter request:

Dear XX:

XXX is nominated for the MSU XX Award, and I am writing to ask you to join me in the nomination by providing a letter of support. In order to meet the nomination deadline, receipt of your letter by August 31, XXXX would be greatly appreciated. The letter should be addressed to: The All-University Awards Committee.

Below are a couple of key items to consider when writing the letter:

- Letters should be written to connect with award committee members, most of whom are naïve of specific fields. It would be helpful to give a brief explanation of technical terms used in your letter and/or the significance and impact of the specific achievements by the nominee within the discipline.
- The most effective letters will also highlight the impact of the nominee's career on the lives of individuals or groups at local and/or national/international levels. How has the nominee's career affected the community at large/the world?

Please let me know in the next week if you are able to provide a letter.

Thank you,  
XXXX

## **CITATIONS OUTLINE**

### **TIPS FOR WRITING DRAFT CITATIONS**

(Use this outline as applicable to the award)

#### **IMPORTANT:**

**Please print name as it should appear on the award certificate and in the awards brochure.**

The citation will be printed in the program booklet. The citation should be an accurate statement of the person's achievements, but it should also be:

**Distinctive.** The citations should reflect an honoree's distinction; a relevant tidbit about the person (as opposed to the person's achievements) is helpful—e.g., "A scientist who is also broadly versed in music, literature, and the fine arts, Dr. X."

**Creative.** Search for unusual and descriptive adjectives, varying cadences and turns of phrase.

#### **Easily understood by a lay audience.**

A quotation from a student (or a colleague) from the material submitted adds human interest to the citation. Such quotations should be specific rather than general. Rather than, for example, "She was the best teacher I've ever had," use "One of the most important things Dr. X communicates is his conviction that thinking and teaching can be the heart of an honorable way of life." Don't overlook humorous quotations.

Although following this outline slavishly is not necessary (especially if you are feeling particularly creative), the citations usually take the form below. Keep in mind that each item can only be several sentences long at most.

1. Statements of the person's area of expertise and overall significance of the person's contributions/achievements to the world/the university, especially across disciplines. How far does their influence reach? State? National? International? Public/private sector? What constituent groups?
2. Specific ways in which their excellence in teaching has been evidenced. Undergraduate, graduate, or both. Extension. Advancing diversity. Textbooks and curriculum development. Student advising and mentorships. Where do students go after MSU? Support of funding for equipment or scholarships.
3. Specific evidence of scholarship and research. Avoid citing numbers of things unless they are really phenomenal. Instead, cite capstone examples. Use layperson's terms where possible, and cite the usefulness or results of the person's work in their largest context. Grants, professional societies, and awards are appropriate here, but only the most significant.
4. Other—Professional affiliations, consulting, outreach and engagement/service. MSU committee service. Again, use only the most significant examples.
5. Summary sentence of the person's worthiness for the award.