

# MICHIGAN STATE UNIVERSITY

April 2016

## MEMORANDUM

**TO:** Deans, Directors and Chairperson  
Distinguished Academic Staff Award Recipients 1999-2016

**FROM:** Theodore H. Curry II, Associate Provost  
and Associate Vice President for Academic Human Resources

**SUBJECT:** Distinguished Academic Staff Awards 2016-2017

Annually, the All-University Awards Committee, appointed by the Provost, selects recipients of the Distinguished Academic Staff Award. The awards provide University-wide recognition to academic specialists and MSU Extension (MSUE) academic staff for their significant accomplishments and distinguished careers. Up to four Distinguished Academic Staff Awards are conferred, each with a stipend of \$2,500. Award recipients are recognized at the annual Awards Convocation. The ceremony is **Tuesday, February 7, 2017, 3:30-4:30 p.m., Pasant Theatre, Wharton Center**. The ceremony includes the President's Founders' Day Remarks followed by the awards presentation. A reception will follow the ceremony.

Faculty, administrators, colleagues, students, faculty or student organizations, or alumni can initiate nominations; self-nominations are welcome. Nominations must be submitted to the nominee's dean or major administrative unit (MAU) administrator to be forwarded for University-level consideration. The college/MAU must verify the nominee's length of continuous MSU employment and the completeness of the candidate's support materials. Although not required, the college/MAU may further review the candidate's materials. MSU academic specialists or extension academic staff are to be included in these reviews.

Nominators may contact me at 517-353-5300 or [thcurry@msu.edu](mailto:thcurry@msu.edu) for feedback if nominee is not selected for the award. A nominee not selected may be resubmitted in the subsequent award cycle. Nominee must be resubmitted to the dean or major administrative unit (MAU) administrator and then forwarded for University-level consideration. Any materials of support should be updated. Failure to do so will likely impact the nominee's candidacy.

Nomination forms and instructions are attached and contain details about the selection criteria and nomination materials required. Colleges/other MAUs should forward nominee dossiers to Office of the Provost, 442 Administration Building, **no later than Thursday, October 6.** **NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED.**

Please do not hesitate to contact me at 517-353-5300 or [thcurry@msu.edu](mailto:thcurry@msu.edu) or Betsy White at [whitebe@msu.edu](mailto:whitebe@msu.edu) or 517-353-9900 with questions.

This memorandum and the attachments are at <http://www.ahr.msu.edu/all-university-awards>.

Attachments

c: Jeff Dwyer, Director, MSU Extension  
Mary Beth Graebert, Chairperson, Academic Specialist Advisory Committee

## ACADEMIC SPECIALIST HANDBOOK

The Distinguished Academic Staff Award recognizes the outstanding achievements of those professionals who serve the University in advising, curriculum development, outreach, extension, research, and teaching. Distinguished Academic Staff Awards are made to members of the academic staff who are appointed as Academic Specialists or Michigan State University Extension (MSUE) Academic Staff (faculty with Extension-supported appointments are not eligible for this award). Academic specialists who are recipients of a Distinguished Academic Staff Award are recognized with a “Distinguished Academic Specialist Award.” MSUE academic staff members who are recipients of a Distinguished Academic Staff Award are recognized with a “Distinguished Extension Academic Staff Award.”

Up to four Distinguished Academic Staff Awards are given annually. These awards provide University-wide recognition and reward to outstanding individuals with careers demonstrating long-term excellence and exceptional contributions to Michigan State University. Eligibility for nomination requires a minimum of ten years of continuous MSU employment as an academic specialist or an MSU Extension academic staff member.

Nominations may be initiated by faculty, colleagues, administrators, alumni, students, faculty organizations or student organizations; self-nominations are also welcome. To be considered by the University Distinguished Academic Staff Award Selection Committee, nominations must have the endorsement of the dean or major administrative unit administrator.

**MICHIGAN STATE UNIVERSITY  
DISTINGUISHED ACADEMIC STAFF AWARD 2016-2017**

The significant accomplishments and distinguished careers of outstanding academic staff contribute to and augment excellence at the University. The Distinguished Academic Staff Award recognizes the outstanding achievements of professionals who serve the University in advising, curriculum development, outreach, extension, research, and teaching. Distinguished Academic Staff Awards are made to members of the academic staff who are appointed as academic specialists or Michigan State University Extension (MSUE) academic staff (faculty with Extension-supported appointments are not eligible for this award). Academic specialists who receive a Distinguished Academic Staff Award are recognized by "Distinguished Academic Specialist Award" and MSUE academic staff members who receive a Distinguished Academic Staff Award are recognized by "Distinguished Extension Academic Staff Award."

The Distinguished Academic Staff Award recognizes the unique efforts and broad range of excellent contributions made by the University's academic specialists and MSUE academic staff. University-level recognition increases awareness of the diversity of excellence of MSU's academic staff and provides added incentive to strive for excellence. The award acknowledges extraordinary academic careers and achievements.

Up to four Distinguished Academic Staff Awards are given annually. These awards provide University-wide recognition and reward to outstanding individuals with careers demonstrating **long-term excellence and exceptional contributions to Michigan State University**. Award recipients receive a stipend of \$2,500.00.<sup>i</sup>

Nominations for the Distinguished Academic Staff Award should be based on a **comprehensive and sustained record of excellence** in one or more of the areas of advising, curriculum development, outreach, extension, research, and teaching. Nominees shall have made **significant contributions to Michigan State University and recognized contributions external to Michigan State University**. Nominees shall represent the character and qualities of excellence reflective of Michigan State University, including the application of **diversity** principles in the ongoing performance of the nominee's responsibilities. **A major portion of the nominee's distinguished professional record of excellence shall have been achieved at Michigan State University**. Eligibility for nomination requires **a minimum of ten years of continuous MSU employment as an academic specialist or an MSU Extension academic staff member**.

Nominations may be initiated by faculty, colleagues, administrators, alumni, students, faculty organizations or student organizations; self-nominations are welcome. Nominations are to be submitted to the dean of the college or administrator of the major administrative unit (MAU) in which the nominee is appointed. To be forwarded for University-level consideration, nominations must have the endorsement of the dean or MAU administrator. The college or MAU is responsible for verifying the nominee's length of MSU employment and the completeness of the candidate's packet of support materials. Additional review of nominations by the college or MAU is not required. However, this is an option. If a unit chooses to review nominations, MSU academic specialists or extension academic staff members should be included in the review process.

Each college and MAU forwards the nominations of eligible candidates to the Provost Office for the Distinguished Academic Staff Award selection committee to consider. The committee is comprised of three academic specialists and three MSUE academic staff members; names are submitted by MSUE and the Academic Specialist Advisory Committee to the Provost Office. Committee membership will reflect the diverse composition of academic specialists and Extension academic staff members to ensure that the committee will be sensitive to the diversity and multicultural commitments of the University.

## **CRITERIA**

Each nominee will be assessed against the following general criteria, with the understanding that all criteria may not be appropriate for each candidate, and that the uniqueness of individual positions will influence the weighing of applicable **criteria** for each nominee:

- A. Evidence of excellence and widely recognized academic unit contributions in areas such as advising, curriculum development, outreach, extension, research, teaching and related administrative involvement with support from the University community.
- B. Evidence of innovative and creative contributions through individual or team membership efforts in areas such as advising, curriculum development, outreach, extension, research, teaching and related administrative involvement with support from the University community.
- C. Nominees shall represent the character and qualities of excellence reflective of MSU, including the application of diversity principles in the ongoing conduct of the nominee's responsibilities. As appropriate, other peers, including representatives of peer institutions, national associations and organizations, professional associations, and others may also acknowledge endeavors of excellence.

**MICHIGAN STATE UNIVERSITY  
DISTINGUISHED ACADEMIC STAFF AWARD 2016-2017**

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

**1. DATA FORM**

**NOMINEE**

**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<sup>ii</sup>:**

**Date of Current MSU Appointment:**

**Office Address:**

**Office Phone:**

**Email:**

**Home Address:**

**Cell/Home Phone:**

**Is Nominee aware s/he is nominated?  Yes  No**

**NOMINATOR**

**Nominator:**

**Academic Rank/Title:**

**Department/College:**

**Office Address:**

**Phone:**

**Email:**

## DRAFT CITATIONS

(Use this outline as applicable to the award)

**IMPORTANT: Please print name as it should appear 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. For example, "An advisor who is also broadly versed in music, literature, and the fine arts, Ms. 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. "One of the most important things Ms. X communicates is her conviction that service in a University can be the heart of an honorable way of life." Is preferable to "She was the best advisor I've ever had." 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.
  - I. 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 her/his influence reach? State? National? International? Public/private sector? What constituent groups?
    - Specific ways in which her/his excellence 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.
  - II. Specific evidence of scholarship and contributions to other areas of the University's mission such as 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.
  - III. Other - Professional affiliations, consulting service/outreach. MSU committee service. Again, use only the most significant examples.
  - IV. Summary sentence of the person's worthiness for the award.

## SAMPLE CITATIONS

Department of Accounting and Information Systems, Eli Broad College of Business

### L. Charles Bokemeier

Every day, L. Charles Bokemeier brings a passion for accounting to the classroom. His early experiences as a public accountant with clients lacking an understanding of how their business was doing or what their financial statements meant led him to a lifetime commitment to educate students at all levels about the magic of financial numbers. Dr. Bokemeier requires his students to perform at the highest level. He does not want or ask them to just memorize formulas; instead, he expects them to work toward understanding the economics behind business transactions and how such transactions are represented in financial statements. To ensure that his students see the people and the businesses behind the numbers, Dr. Bokemeier brings news clippings related to business events to class to illustrate accounting points.

In addition to teaching, Dr. Bokemeier serves as an advisor to the Accounting Student Association and students in the Honors College who declare accounting as their major. His practical accounting experiences as well as his understanding of accounting principles provide him with a depth of information that he readily shares. He works with each student to help create a background congruent with their interests, helping them achieve their short- and long-term goals.

His exceptional skills in the classroom have not gone unnoticed. One of his Weekend MBA students thanked him in great detail, "Thank you for ensuring I understood the material. Your evening review sessions and ready availability have helped me tremendously. Your accounting class is already helping me in my job and will positively influence my career." This student's praise is shared by many. His department, a class of undergraduate accounting majors, two Weekend MBA graduating classes, and the Michigan Association of Certified Public Accountants recently honored Dr. Bokemeier as Teacher of the Year. Students in the Honors College recognized him as the faculty member making "Distinguished Contributions to Honors Students."

For his tireless commitment to students, his ability to make a complex subject come to life, and his passion for making accounting fun, L. Charles Bokemeier is a most deserving recipient of the Michigan State University Distinguished Academic Specialist Award.

Extension Greening Michigan Institute, MSU Extension, and College of Agriculture and Natural Resources

### Jane M. Herbert

Jane M. Herbert, a senior extension educator for MSU Extension, is nationally recognized as an expert on inland lake management, with an emphasis on natural shoreline landscaping and bioengineered shoreline erosion control. Her ability to create strong multiagency/organization partnerships has been a hallmark of her career. She assumed a leadership role in the creation of the Michigan Natural Shoreline Partnership (MNSP), bringing together academia, industry representatives, regulatory agencies, and nonprofits to develop and deliver innovative natural shoreline education. She led the effort to develop a technical, certified training program for professional landscape and marine contractors that focused on more lake-friendly shoreline designs that promote erosion control while integrating native plants and engineering techniques in aesthetically pleasing ways.

Ms. Herbert's commitment to sustainably managing Michigan's water resources lies at the center of her work. She brings together scientific knowledge and educational expertise to help waterfront contractors, lake residents, state agencies, and local officials work together to protect Michigan's water resources. A fisheries biologist with the Michigan Department of Natural Resources describes Ms. Herbert's role in the success of the MNSP, "Ms. Herbert's unceasing passion for restoring and protecting aquatic resources has been instrumental in the overwhelming success of the Michigan Natural Shoreline Partnership. Her technical skills and dedication to the education and outreach goals of the partnership have resulted in true progress toward restoring Michigan's inland lakes."

Through grants totaling more than \$1 million, Ms. Herbert has developed curricula. Educational materials, and demonstration areas to teach, develop, and deliver water resource management programming to Michigan residents. In particular, she has worked with dozens of lake associations to protect and restore their inland lakes. The Glen Lake Association acknowledges Ms. Herbert as the person "who educated us about the importance of the naturalization of shorelines along lakes and streams." Many other associations have indicated that Ms. Herbert's work has added value to their lives by protecting their lakes.

For her commitment to managing water resources and successfully working with lakeshore owners to promote environmentally sustainable shorelines, Jane M. Herbert is most deserving of Michigan State University's Distinguished Extension Academic Staff Award.

Department of Radiology, College of Human Medicine and College of Osteopathic Medicine

### Arlene E. Sierra

For more than three and a half decades, Arlene E. Sierra has been a prominent, productive, and decisive educator at Michigan State University. While many university employees contribute substantially to their own fields, few contribute to nearly every aspect of the university's mission; Ms. Sierra is an exception to that generalization. Her career has encompassed every aspect of the university's mission: teaching, research, service, and administration.

With teaching appointments in three different colleges, Ms. Sierra has taken full advantage of opportunities to mentor undergraduate and graduate students. Having taught a variety of classes, from senior and freshman seminars to problem-based learning modules to medical students, Ms. Sierra has had the pleasure of guiding students List beginning college and those embarking on professional careers. Many of her former students regularly return to campus to thank her for her guidance, crediting her for enhancing their educational experiences and lives.

Ms. Sierra's engagement in research in radiology and health care continued throughout her career. Her study of the benefits of electronic health records significantly impacted the medical informatics community and has been cited by the chief economist of the Office of the National Coordinator for Health Information Technology as providing important evidence of the critical success factors for electronic health record implementation.

As the director of Clinical Services in the Department of Radiology, Ms. Sierra's commitment to administrative excellence blended perfectly with her commitment to service as she skillfully facilitated bringing the latest cross-sectional imaging equipment technology to MSU's Clinical Center. Beginning with computer tomography and progressing to magnetic resonance imaging, Ms. Sierra helped assemble the state's preeminent medical imaging operations at MSU. Her dedication to medical advancement and service extended beyond Michigan's borders. She worked tirelessly to improve medical access for women in the United Arab Emirates and to provide allied health care to Mayan children in Mexico.

For her enduring, resolute commitment to the mission of the university, it is fitting that Arlene E. Sierra receives Michigan State University's Distinguished Academic Specialist Award.

## CHECKLIST

**ONE COPY. The copy must be readable when scanned for the committee's review. DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED.**

- 1. Complete the DATA FORM** (above or on page 4 (Data Form)).
- 2. POSITION DESCRIPTION.** Provide a description or a summary statement 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 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 s/he wishes it to appear in the awards brochure and be sure to list joint appointments, with the primary appointment listed first. (See above Draft Citations page (or page 5) for guidance and Sample Citations page (or page 6).)

---

<sup>i</sup>The Tax Reform Act of 1986 eliminated the general exclusion relating to awards made in recognition of educational or scientific achievement. As a result, all MSU academic staff award stipends are taxable income and subject to withholdings and FICA.

<sup>ii</sup>Nominee must have a minimum of ten years of continuous MSU employment as an academic specialist or an MSU Extension academic staff member.