

## CHECKLIST

- 1. Complete the 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).)

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<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.