

**Spitze Land Grant University Faculty Award for Excellence Guidelines**  
**Dale Bumpers College of Agricultural, Food, & Life Sciences**

**A. Objective of the Award**

The objective of this award shall be to recognize meritorious comprehensive scholarly performance over a sustained period of time. Such comprehensive performance shall include contributions in all of the areas of academic responsibility unique to the Land Grant mission, namely teaching and advising, research and publication, extension and public service, and participation in professional associations and faculty governance.

**B. Eligibility**

Recipients of this award shall, on the date of that year's nomination, be currently employed tenured faculty members with at least ten years of continuous paid appointment (over 50%) with the above College or the faculty equivalent in the Division of Agriculture, inclusive of approved leaves. Resubmissions with a current nomination letter are acceptable. A faculty member may only receive this award once.

**C. Process of Nomination**

1. A faculty member may be nominated for the Spitze Land Grant University Faculty Award for Excellence by any academic department or unit of the College, by another faculty member, or by any other Division or College employee.
2. Nomination materials should include
  - a. Executive Summary (1-2 pages)
  - b. A brief (1-2 pages) letter of nomination from the department head and/or the department peer committee, making the case for how the faculty member is a role model of excellence of the land grant faculty member (our highest award)
  - c. A condensed CV (1-8 pages) to include the most relevant information regarding:
    - Educational background of the nominee
    - Professional background (positions held, locations)
    - Include percentage of Assigned Distribution of Effort (research, teaching, extension, and service) from Job Description and Annual Plan of Work
    - Honors and awards; publications
    - Professional contributions and accomplishments (highlights of the most meaningful) to include a statement of impacts (on students, industry, society, the university, etc.)
    - Research innovations may include students' successes
    - Teaching creativity to include courses taught, innovative technique, special contributions
    - Extension and service activities.
3. Please add page numbers to nomination materials (not to exceed 12 total pages) and submit all documents as a single PDF file.
4. The deadline for nomination materials to be submitted will be announced each spring by the Office of the Dean or the appropriate Associate Vice President.

**D. Selection Criteria**

1. The final selection of the recipients of this award shall be made by an appropriate faculty peer evaluation and selection committee in consultation with the Administration of the Dale Bumpers College of Agricultural, Food and Life Sciences. The award announcement, nomination process, specific selection criteria and procedures, and manner of presentation shall be determined by a representative faculty committee and the above Administration. The College may, but is not obligated to, make the award every year.
2. Granting of this award may be considered contingent upon sufficiency of the above named Educational Funds. In the event that there is an intended substantial change in the purpose, procedures or designation of this award from these funds, it is our expressed wish that counsel will be sought, as is possible, from the donors or their descendants or estate administrators.