

Division of Agriculture Non-Classified Support Personnel Award

A. Award Objective

Non-classified support personnel are vital to the success of the research and extension missions of the Division of Agriculture. Individuals who have made outstanding contributions to the Division of Agriculture will be honored with a Division of Agriculture Non-Classified Support Personnel Award developed for this purpose. Contributions can include any non-classified support position that supports the programmatic mission of the Division.

B. Eligibility

Any non-classified, full-time employee of the Division of Agriculture who has served a minimum of five years in the Arkansas Agricultural Experiment Station or Cooperative Extension Service is eligible for the award. Two employees may be honored annually based on the following categories:

- Research, Science, Nutrition, Health – This category would be selected from those individuals whose primary job responsibilities deal with the programmatic areas, i.e. Program Technicians, Program Associates.
- Business, Financial, IT, Communications, Human Capital – This category would be selected from those individuals whose primary job responsibilities deal with supporting the organization in terms of working in support roles in the areas of business, finance, IT, communications, grants, etc., i.e. Project/Program Administrators, Associates for Administration.

C. Nomination Process

- Nomination: Any non-classified employee of the Division can be nominated by any administrative unit within the Division of Agriculture.
- Length of Nomination: The nomination has a maximum of five pages (single spaced) for Items D2-D3, plus appended materials (letters or supporting documents). Nominations exceeding five pages will not have materials in excess of the first five pages considered.
- The deadline for nomination materials to be submitted will be announced each fall by the appropriate Associate Vice President.
- Resubmissions with a current nomination form are acceptable for a period of three years (the initial submission plus two subsequent years).

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the recipient(s) and should be included in the nomination packet:

1. Awards Nomination Form
2. **Biographical sketch** of the nominee detailing the individual's employment history in the Division
3. **A description of nominee's contributions** to their administrative unit and the programmatic mission of the Division, why these contributions demonstrate excellence, and evidence of personal growth and self-improvement in their assigned role.
4. **Letters of Support** - The letters should address and evaluate the individual's contributions to their assigned administrative unit, contributions to the programmatic mission of the Division, why these contributions demonstrate excellence and provide evidence of personal growth and self-improvement in their assigned role. A maximum of three letters of support as described in the checklist below can be submitted. Additional letters will not be considered.

E. Nomination Packet Checklist

1. Completed nomination form
2. Biographic sketch
3. Description of nominee contributions
4. No more than three letters in support of the nomination:
 - a. One letter from coworker (same or similar non-classified position)
 - b. One letter from immediate supervisor
 - c. One letter from any other person with knowledge of nominee's work
5. Items D2-D3 are limited to a combined total of five, single-spaced pages
6. Submit all documents as a single PDF file