

College of Agriculture and Life Sciences

Outstanding Service in Student Recruitment and Retention Award

Purpose: To recognize faculty members and P&S staff for outstanding service in student recruitment and retention

Eligibility: Members of the faculty and professional staff with a minimum of five years of service at ISU

Nature of the awards: \$500 one-time stipend

Number of awards: one

Criteria: Documented evidence of outstanding service to undergraduate students through learning communities, clubs, recruitment activities, and retention efforts

GUIDELINES FOR SUBMITTING NOMINATIONS

The following guidelines are derived from experience in reviewing nominations in previous years, and are intended to help departments make their nominations as strong as possible.

1. **Nomination Statement:** (3 pages maximum) Discuss why the nominee is deserving of the award. Indicate the range of responsibilities which have been performed, describe the aspects of performance that distinguish the nominee, and provide specific evidence of impact.
2. **Vita:** (4 pages maximum) An abbreviated vita which is current and includes all information related to the award.
3. **Statement by the Nominee:** (2 pages) Include a statement of philosophy related to this award prepared by the nominee
4. **Letters:** (6 letters maximum) This section should be prefaced with a list of the names and positions of the letter writers and an indication of their relevance to the nomination. Letters should come from current and former students, as well as colleagues.

Applications are to be submitted electronically to the College of Agriculture and Life Sciences Awards Committee, 130 Curtiss Hall, by the third Tuesday in November. Nominations are to be coordinated with the department awards committee.