

Instructions for Nominators: Please read and follow instructions

The awardee **must** attend the Awards Ceremony and related activities on November 3, 2017.

1. Be sure to keep a copy of all materials (**both hard copy and electronic**) submitted for your future reference. Submit only the original packet material; there is no need to provide multiple copies of the nomination packet. **Please submit only a completed nomination packet.** Do not send letters individually, and do not have support letter writers send letters directly to the Alumni Association office.

A complete nomination packet will include:

- A. The appropriate nomination form.
- B. A letter from the nominator.
- C. **No more than 5** additional letters supporting the nomination. Please place letters in the order you want the committee to read them.
- D. A detailed vita/résumé listing awards, accomplishments, education, etc.
- E. A **one-page** summary of the vita/résumé including outstanding contributions and facts that you want the Awards Committee to be sure to know.
- F. Please do not place nomination papers in a binder.

NOTE: Besides the original hard copy material that must be submitted, you will be required to send all the material (form, nomination letter, and support letters as well as any ancillary material, if included – newspaper articles, magazine articles, etc.) **electronically as a single document in PDF format.** The document can be sent as an attachment via email to Lanhamc@missouri.edu If you have questions regarding this, please be sure to call Carrie Lanham at 573-882-4366.

2. Please check with your nominee to be sure they are available on the date of the banquet. In case the nomination is a surprise, it is advisable to check with a spouse, and/or an assistant to be sure there are no conflicts with the date. **The 2017 Faculty-Alumni Awards Banquet will be Friday, November 3, 2017.**
3. The nominator will be asked to act as host for the recipient for all events on the day of the ceremony. If your nominee is selected as a recipient, the original letters from the nomination packet will be presented to the recipient on the day of the event as a memento of the occasion. Please be sure to advise the support letter writers of this.
4. **Support Letters must address the specific award that the candidate is nominated for.** Please be sure all support letter writers include their address on their letters. All support letter writers will be invited to the Faculty-Alumni Awards Banquet if their nominee is chosen as a recipient.
5. When the recipients have been selected, they will be notified by phone. Nominators will be called once **all** recipients have been notified.
6. Nominations submitted, but not selected, are kept on file to be considered for a total of **three** years. NOTE: If your nominee is a faculty member and in the carry over pool, please be sure to verify that he or she is not retiring prior to the awards ceremony.

Eligibility

1. **MU faculty with at least an active 1/2 time appointment on date of the awards ceremony are eligible to receive the award.**
2. **MU alumni who are graduates or former students (completed a minimum of 12 semester hours) are eligible to receive the award.**
3. **The following categories of people are not eligible to receive the Faculty-Alumni Award, the**

Distinguished Service Award or the Distinguished Faculty Award:

- Members of University of Missouri Board of Curators
- Members of the Mizzou Alumni Association Governing Board
- Members of the Faculty-Alumni Awards Committee
- Elected or appointed State of Missouri or federal officials who, by virtue of their position, have the capability of directly or indirectly influencing funding for the University of Missouri.

Faculty-Alumni Awards Criteria

NOMINATIONS

1. **Faculty and Alumni** nominees will have distinguished themselves in their chosen profession. Prominent contributions in multiple areas of a career make the candidate truly outstanding. Letters supporting the nominee are limited to five.
2. **Alumni** nominees should be considered on the basis of their 1) **professional and career accomplishments**, 2) **service to the University** and 3) **community involvement**. (Please note that monetary contributions to the University or other charitable organizations are not part of the criteria.)
3. **Faculty** nominees should be considered 1) **on the basis of their distinction among peers in their field**, 2) **in light of their total assigned academic responsibilities (teaching, research, service to the University)** and 3) **in consideration of their special relationship with students**.
4. In those cases where an MU faculty member is also an MU alumnus, the nomination should be considered only for the Faculty Award if the nominee is a current faculty member with the required minimum half-time (50%) appointment.

Distinguished Faculty Award and Distinguished Service (Alumni) Award Criteria

The purpose of the Distinguished Faculty Award is to honor an **outstanding** member of the Faculty whose achievements have brought **distinction** to the faculty member and our University. It is awarded on the basis of the total accomplishments of the faculty member, with special emphasis on the faculty member's relationships with students.

The Distinguished Service Award is to honor **outstanding service** by an individual whose **sustained** efforts and support have added to the excellence of MU. These contributions have brought distinction to the honoree and to MU.

Note: Nominees for either of the Distinguished Awards **are required to be past recipients** of the Faculty-Alumni Award **prior** to being nominated for this additional honor. (*See the Past Faculty-Alumni Awards Recipients list.*)