

Outstanding Michigan State University Extension Specialist and State Staff Award Criteria

I. PURPOSE:

To recognize Michigan State University Extension Specialists and State Staff (MESSSA) who have made outstanding contributions to the program of the MSU Extension Service, Michigan State University, and to the people of the state of Michigan.

II. AWARD:

An engraved plaque and a check for \$50.00 will be presented to the awardees by the Michigan State University Extension Specialists and State Staff Association at the annual Extension Conference or at the Associations annual meeting. At least one and no more than three awards will be presented each year. The President of Michigan State University Extension Specialists and State Staff Association will be notified by letter of the awardees by September 1 each year.

III. PROFESSIONAL RECOGNITION COMMITTEE:

The Professional Recognition Committee will be appointed by March 1 each year by the President of the Michigan State University Extension Specialists and State Staff Association. The committee will be composed of three Extension Specialists and State Staff representing various departments and program areas.

- A. The President will seek members to the committee from the membership and if there are no volunteers, the President will appoint committee members.

If the membership does not elect to form a committee the Executive Board of the Association will handle the process.

IV. ELIGIBILITY OF NOMINEES:

A. Nominees for the Outstanding Michigan State University Extension Specialists and State Staff Award must have a minimum of 5 years of service (as of July 1 of the year nominated) at Michigan State University as an Extension Specialist or State Staff member.

B. Nominees must be current members of the Michigan State University Extension Specialists and State Staff Association.

C. Michigan State University Extension Specialists and State Staff are eligible for only one Outstanding Award during their tenure at Michigan State University.

V. MAKING NOMINATIONS:

Nominations may be made by Department Chairpersons, Departmental Affairs committees, State Leaders, faculty and state staff members at Michigan State University or by any member of the MSU Extension Service. Nominations must be received by the Chairperson of the Professional Recognition Committee by August 1 each year.

VI. FORMAT FOR NOMINATIONS AND CRITERIA FOR EVALUATION:

Nominations for the Outstanding Michigan State University Extension Specialists and State Staff Award should include the enclosed cover sheet and signature of Department Chair or State Leader and curriculum vitae (CVA). The evaluation of nominees will be based primarily on their Extension programs (documented significance of topics addressed, creativity in development and implementation and evaluation of impact), with other professional activities also considered.

A. Completion of the enclosed cover sheet.

B. Current curriculum vitae as a Michigan State University Extension Specialist or State Staff Member that includes the following:

1. Degrees, professional experience, membership in professional organizations, honors and awards, and dates of employment at Michigan State University Extension
2. Extension program accomplishments
3. Innovation in program content and methods
4. Participation in Extension activities and committees
5. Teaching, research, administration and other professional activities national and international program activities
6. Department, college and university committees and activities
7. Community activities (church, service organizations, volunteer work, etc.)
8. List of publications and resource materials

Revised 7/12/07

**Cover Sheet
for
Michigan State University Extension Specialists and
State Staff Award**

Date:

Name of nominating person:

Email address of nominating person:

Name of nominee:

Department or Unit of nominee:

Address of nominee:

Telephone number of nominee:

Email address of nominee:

Is the nominee a current member of the Michigan State University Extension Specialists and State Staff Association ___ yes ___ no

Citation: Attach a 150 word paragraph summarizing major contributions and efforts to MSU Extension programs. This may be used to share in printed materials and at the award presentation (This may be written by the nominee).

Signature of support by Department Chair or State Program Leader:

Checklist for the nomination:

- Cover sheet
- Citation
- Vita