



Excellence Lives Here

COLLEGE OF AGRICULTURE, FOOD, AND NATURAL RESOURCES

2024 Dean's Awards in Excellence Checklist and Timeline

Below is a checklist to guide your submission of a nomination for Dean's Awards. Please review the award criteria for more details on the submission requirements and process.

DEAN'S AWARDS IN EXCELLENCE - CHECKLIST FOR NOMINATION APPLICATION/PACKET

- Nomination Form (submitted on the provided form)
- Letter of nomination (limited to 2 pages; self-nominations are acceptable)
- Abbreviated Vita and/or Resume (limited to 2 pages for individual nominations; limited to 4 pages for team nominations)
- Publications List (required for research nominations; optional for all other awards)
- Letters of support/recommendation (no more than three; two-page maximum each)
- Compile nomination in order listed above (nomination form, letter of nomination, vita/resume, publications and letters of support)
- Save in one file (.PDF file format) Name file as follows: Name of category – first and last name of nominee.pdf (Example: Administration Award – Jane Doe.pdf)
- Submit one electronic in the proper order to cafnr-d@pvamu.edu no later than 5:00 p.m. on or before Friday, May 31, 2024.

Note: Cover pages are not necessary. Separate attachments should not be included and will be removed. Additional documentation included that do not reflect the above will not be considered. Late applications and changes in the nomination after the deadline are not permitted.

DEAN'S AWARDS IN EXCELLENCE - TIMELINE FOR NOMINATIONS

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| <u>May</u> | Dean distributes "Call for Nominations" and nomination packets are due by 5:00 PM on Friday, May 31, 2024. |
| <u>June</u> | Award Selection Committee reviews applications, make final selections, recommendations are sent to Dean, Dean approves finalists. |
| <u>July</u> | Nominees will be contacted for acts of publishing their nominations. |
| <u>August</u> | Announcement and presentation of awards during awards banquet. |