

February 10, 2010

## MEMORANDUM

TO: Heads of Undergraduate Academic Departments

FROM: Shirley M. Eoff, Chair  
2009-2010 Academic Excellence Committee

SUBJECT: Departmental Nominations  
2009-2010 Presidential Award and Distinguished Student Awards

The Academic Excellence Committee seeks your assistance in soliciting nominees for the 2009-2010 Presidential Award and Distinguished Student Awards. These awards are given each spring to outstanding individuals selected by this committee and approved by the college Deans, the Provost, and the President. The committee will meet in late March to make its selections from the departmental nominations. Please send your departmental nominee's complete packet as described below to the chair **no later than March 23, 2010.**

The following guidelines should be used in submitting recommendations:

I. **Nomination Criteria**

- a. The nominee shall be selected on the basis of outstanding academic performance and accomplishments in the total program of the University.
- b. A nominee must have senior standing during the current academic year (to be interpreted to include candidates who complete their degree requirements in December 2009, May 2010, or students within 6 hours of graduation in May who can reasonably be expected to complete degree requirements during summer 2010.

Students enrolled in the BBA/MBA program or the BBA/MPAC program will be considered under the following terms. The nominee must be near enough program completion to ensure graduation within the award year. The Committee will consider only the student's undergraduate GPA and only awards, service, scholarly papers, and other activities completed within the nominee's first four years of matriculation. If a project or research is considered, it must arise from undergraduate rather than graduate classes.

- c. A nominee must have completed a minimum of 60 hours at Angelo State University and have an overall minimum grade point average of 3.50.

## II. Selection Procedures

- a. Each department granting undergraduate degrees in the Colleges of Business, Liberal and Fine Arts, Sciences, and Education may submit one nomination. The College of Nursing and Allied Health will submit at least two nominees for the Academic Excellence Committee's consideration.
- b. A department may nominate either a major or non-major.
- c. The department head should involve all department members in the selection process, and the nominee should have consensus support.

## III. Preparation of Nomination Packet

- a. Department heads should check the nominee's record carefully to see that the reported grade point average is correct, that the information presented is accurate, and that the student will graduate on schedule.
- b. Any faculty member in the department who is not a member of the Academic Excellence Committee may prepare the nomination letter. In preparing a nomination, the committee encourages the department head or other faculty member to interview the nominee to ensure that all relevant information appears in the written submission.
- c. Individuals completing the nomination materials should draft them with care, keeping in mind the diverse membership of the selection committee. The Presidential Award and the Distinguished Student Awards are very important honors, and the committee's ability to make a wise selection for each is dependent upon the quality and clarity of the departmental recommendation. Both the nomination form and a single letter of recommendation listing additional information and impressions not covered by the form should be submitted. The Committee recommends that the letter be no longer than two pages and be comprehensive, specific, and thorough.
- d. A complete nomination packet requires additional elements.
  - First, the nominee must attach a detailed personal letter addressed to the Academic Excellence Committee in which he or she outlines career plans and aspirations.
  - Second, the nominee, or the nominating department, must secure one official transcript and attach it to the original application.
  - The nominee must then sign the FERPA agreement, granting or denying permission to publicize or announce the grade point average. Denial of permission will not impact the selection decision.

- After the nominations have been submitted, the University Photographer will contact each nominee to arrange times to shoot a formal photograph suitable for inclusion in the graduation program should the nominee be selected as one of the award recipients and several informal photographs showing the nominee in activities related to their academic credentials (e.g., working in a lab or clinical setting, presenting a paper, teaching a class) or their most significant extracurricular activities (e.g., participating in a sport or intramural contest, sculpting or painting, taking part in a community service activity) that they have used as a basis for their application for the awards.

#### IV. **Submission of Nomination Packet**

- a. The faculty member authoring the nomination letter should verify that all application materials are in order.
- b. The faculty member or the student must submit **the original and 13 copies of the letter of recommendation, completed nomination form, student letter, student transcript, and FERPA waiver** to the Chair of the Academic Excellence Committee, **Dr. Shirley Eoff, History Department** (A 001B), no later than **5:00 p.m., March 23**. Packets may also be left with **Ms. Sally Turner** in the History Department office (A 227).

#### V. **Committee Procedure**

- a. Committee members will individually review the nomination packets and rank the applicants. Student members will be allowed to participate only if they have been briefed by the Registrar's Office on FERPA guidelines and if they have signed an agreement to abide by those guidelines. Student members will view the packets in a secure setting designated by the Committee Chair.
- b. The committee members will meet collectively to discuss and compile their individual rankings. The committee will then select and recommend one nominee for the Presidential Award to the Provost and Vice President for Academic and Student Affairs who will review the recommendation and submit it, if approved, to the President of the University for final approval.
- c. The remaining nominees will then be regrouped by college and reconsidered for the Distinguished Student Award, with the selection forwarded to the appropriate dean for approval. The dean will then forward the recommendation to the Provost for review and submission to the President for final approval.
- d. Upon final approval, the Academic Excellence Committee will notify the University community of the selections and arrange a public reception to honor the nominees and award recipients.

ANGELO STATE UNIVERSITY

NOMINATION FORM

PRESIDENTIAL AWARD AND DISTINGUISHED STUDENT AWARDS

Name \_\_\_\_\_

Local Address \_\_\_\_\_

(Street or Box)

(City)

(State)

(Zip)

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Nominating Department \_\_\_\_\_

Hometown High School and Graduation Date \_\_\_\_\_

Current Classification \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Current GPA \_\_\_\_\_ Total Hours (as of May 2010) \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Currently Employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If employed, where? \_\_\_\_\_

How many hours per week? \_\_\_\_\_

Please supply the following information to assist the committee in making its selection for the Presidential Award and the Distinguished Student Awards.

**Course Load** (List the title of the courses carried during the following academic periods: Summer 2009, Fall Semester 2010, and Spring Semester 2010. If not graduating in May, include anticipated courses for Summer 2010. Note curricula with strong lab orientation.)

**Campus Organization Activities** (Include the following information. Exclude membership in honors societies from this section.)

- a. Membership in clubs and organizations – specify names and length of membership in each
- b. Offices held in clubs and organizations – include name and year of positions held
- c. Committee assignments in clubs and organizations – list committee names, purposes, and dates

**Other Campus Activities** (Include names and dates of any other relevant campus involvement such as special university programs, projects, and related items.)

**Awards and Honors** (List academic and other types of awards, honors, and achievements at ASU. Include honor societies and offices held in them in this section. Do not repeat information included in earlier items.)

**Off-Campus Activities** (Include those organizations and activities not necessarily affiliated with ASU, but which contribute to the image or reputation of the University.)

**Hobbies and other Interests** (Please be specific.)

**Please print and sign. Then take the document to the nominating faculty member for signature.**

X

\_\_\_\_\_  
Nominating Faculty Member

X

\_\_\_\_\_  
Student Nominee

## FERPA AGREEMENT

In accordance with the Family Education Rights and Privacy Act guidelines, students have the right to decide whether their grade point averages may or may not be advertised to the general public.

Please mark and sign below giving, or denying, permission to include your grade point average in press releases, printed programs, or public announcements with respect to the Angelo State University Presidential Award and Distinguished Student Awards. Failure to grant such permission will not impact the selection process.

I do \_\_\_\_\_ do not \_\_\_\_\_ give permission to publicize my grade point average.

Student's Name \_\_\_\_\_

[please print]

Student's Signature \_\_\_\_\_

Date