

**Guidelines for Nominations for the
Montana State University
Excellence in Outreach Award
(February 2009)**

The following guidelines apply to the nomination and selection process for identifying winners of the *Excellence in Outreach Award*:

1. Any Montana State University-Bozeman faculty or administrator, or a private citizen may nominate a faculty member for this award; a faculty member may not nominate herself/himself.
2. All faculty are eligible. The nomination shall be based on a single, especially significant outreach achievement or by a recent body of work evolving from extensive, mature outreach programming.
3. A completed application will consist of:
 - a) Nomination letter which includes a brief summary (limited to 2 pages) describing the accomplishments of the nominee
 - b) Two letters of support
 - c) A current vita not to exceed 8 pages
 - d) An abstract of not more than 200 words that will be included in the Provost's Excellence in Outreach Annual Report.
4. Two letters, one of which must be an assessment by a non-MSU employee of the outreach program under consideration, must support the nomination. The nominator must obtain and submit both letters with the nomination materials. The nominating letter and the letters of support should speak to the significance and impact of the nominee's outreach achievement.
5. The selection committee will be comprised of the Provost, Vice Provost for Extension, Senior Vice Provost and the Director of Communications and Public Affairs. Selection criteria will include visibility, impact/significance and quality of the outreach effort(s).
6. The recipient(s) of this award will receive a \$2,000 cash award and a plaque that will be presented at the Honors Banquet. In addition, the recipient(s) will be recognized at MSU's Commencement ceremony.



MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: David M. Dooley
Provost and Vice President for Academic Affairs

DATE: February 2, 2009

RE: *Excellence in Outreach Award*

In recognition of the University's outreach mission, we established the *Excellence in Outreach Award* in 2004. This award is given annually to recognize and encourage excellence in university outreach programs. All MSU faculty are eligible for this award. Attached is additional information about the award and the selection process. Please distribute this information to all interested faculty and staff. All nominations should be submitted to the Provost's Office by April 1. If you have additional questions, please contact the Provost's Office.

Enclosure

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and Vice President
for Academic Affairs**

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