

## **OSUEA Professional Faculty (administrative) Award**

**Purpose:** To recognize and reward outstanding and exceptional service to the organization by (administrative) professional faculty members within the Oregon State University Extension Service. Professional faculty (administrative) includes non-classified positions that provide support to program, administrative, or service operational functions of the Oregon State University Extension Service.

**Eligibility:** Faculty eligible for the Professional Faculty (administrative) Award

- Must be current OSUEA members as of the award nomination date. Current year OSUEA membership list: <http://blogs.oregonstate.edu/osuea/osuea-affiliate-members/>
- Must hold the rank of professional faculty with the OSU Extension Service
- Must have a minimum of 3 years' service with the OSU Extension Service at time of nomination

**Nomination Instructions:** Each nomination packet must include the following information and be organized in the order of the points below. .

- \_\_\_ Cover page – include nominee's name, specific award category of nomination and nominator's name.
- \_\_\_ Nomination letter - not to exceed 2 pages (single spaced, 12 pt. font) summarizing accomplishments that reflect the award criteria (listed below). The letter should indicate why the person is being nominated and must include the number of years worked in Extension.
- \_\_\_ Letters of support - A minimum of two, but no more than four, solicited letters addressed to the nominator from peers, co-workers, clientele, and a supervisor. If the nominator is not the individual's supervisor, one of the letters should be from a supervisor. The nominator is responsible for soliciting and receiving letters in addition to assembling the final packet.
- \_\_\_ Abstract (150 words Max.) – A brief abstract summarizing the highlights of the nominee's career.

**Selection Criteria:** The selection committee will evaluate each nomination packet against the criteria listed below.

Applicable examples should be given in each of the areas to support nominations.

1. Job performance as it exceeds normal expectations (50 points)
2. Evidence of continued professional growth (20 points)
3. Innovativeness (20 points)
4. Evidence of favorable peer respect (10 points).

**Award:** Announcement of the award will be made annually at a statewide Extension event, typically Extension Annual Conference. The recipient will receive a plaque. The Committee may select up to 2 awardees if the quality and number of nominations warrants.

**Mail or Email Nomination Packets to:**

**IMPORTANT:** Please use **OSUEA Award Nomination** in the subject line of email

Carole A. Smith, OSUEA Award Chair  
OSU Extension, Union County  
10507 N. McAlister Road  
La Grande, OR 97850  
(541) 963-1010  
[Email](#)

Questions? E-mail the [OSUEA Awards Chair](#)

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Awards page: <http://blogs.oregonstate.edu/osuea/recognition/>

[OSUEA Home Page](#)

[Oregon State University Extension Service](#)

Updated January 2018

## **Past Recipients**

2017--Carol Tollefson, Jefferson County/COARC

2016--No award given

2015--Kim McCullough, Wasco County

2014--Lindsay Davis

2013--No award given

2011-2012 – no award program

2010--Marcia Dickson, Extension Administration

2008-2009 (no awards given)

2007--Donita Roseboro, Debbie Burroughs

2006--

2005--Rosemary Weidman, Linn County

2004--No award given

2003--Janet Drollinger, Extension Administration

2002--No award given

2001--No award given

2000--Gail Glick Andrews, Bioresearch Engineering

1999--Teresa Welch, Communications

1998--No award given