

**Instructions and Guidelines for Preparation of Nominations for the  
Alumni Association Faculty Distinguished Achievement Awards  
and the Charles and Nadine Baum Faculty Teaching Award**

**Instructions for Making Nominations**

The awards selection processes are combined. Deans will make arrangements for a faculty committee to select nominees from the school, college, or library (no more than a total of four nominees, regardless of category(s) in which documentation is provided). Faculty from Fulbright College may nominate a total of six individuals. The Provost will make arrangements for a committee of faculty, students, and alumni to select award recipients from those nominated. The Charles and Nadine Baum Faculty Teaching Award will be presented during Commencement and the Alumni Awards will be presented during the Homecoming Weekend.

Nominations are due in the office of the dean of the college or unit to which the nominee is assigned no later than February 15 or the first working day following that date. Nominations are due in the Office of the Provost no later than February 28 or the first working day following that date.

Provide one copy of the nomination materials limited to no more than 25 pages.

Do not submit copies or reprints of publications, including books, conference reports, technical reports, etc. If these are desired, the selection committee will request them. Detailed teacher evaluations should be summarized rather than submitted.

Follow the listing below in making nominations.

**Guidelines**

These guidelines are designed to facilitate the uniform and equitable consideration by the selection committee of nominees for the annual awards sponsored by the Alumni Association and the Charles and Nadine Baum Foundation.

Three categories of accomplishment are defined: teaching, research or creative activity, and public service. Teaching documentation must be included for the nominee to be considered for any award. Research or creative activity documentation and public service documentation are optional, but must be submitted by or for individuals nominated primarily on the basis of their accomplishments in these areas for Alumni Awards. **Nominations may not be made for specific awards (Alumni or Baum) or for combined awards. Nominating materials should indicate which category or categories of accomplishment are supported by documentation.** A traditional vita must be attached to the back of the nomination materials.

The selection committee may at its discretion consider any nominee for any Alumni Award for which documentation has been provided. **Alumni Awards may be given for combined accomplishment at the discretion of the selection committee.** The committee is not bound to make an award in all of the Alumni Association categories and may at its discretion choose to make more than one award in the same category. Previous nominees and winners may be proposed again for an award. Please follow the outline below when making a nomination so that the selection committee can make comparisons among nominees in each area of accomplishment, and please notice that the nominating statements are particularly important.

**Documentation for Outstanding Teaching**

*Nominating Statement* This portion of the letter of nomination should clearly and specifically state the basis for the nomination in this category, in some detail, and serve as a guide to the teaching materials submitted in support of the nomination. It should link assertions concerning accomplishment or ability to

supporting evidence. It should be interpretive and evaluative. It should state the most important contributions of the nominee in his or her teaching.

### Teaching Activities

1. List the courses taught each semester for the past three years. Provide course number and title and enrollment for each course. Include the direction of graduate student research and provide descriptions as appropriate.
2. Provide a syllabus (or assignment sheet) for each course and samples of handouts and tests used.
3. Provide copies of the grade sheets for the courses taught.
4. Include descriptions of innovative or unusual teaching techniques or procedures for conducting a class, such as computer-related instruction developed by the nominee.
5. Provide information on any participation in course and curriculum development or revision and on any individual teaching development activities.
6. Provide any other documentation desired, such as a personal statement on teaching philosophy, practice and goals; video-tapes of teaching or student activities under the nominee's direction; or a teaching portfolio.
7. Describe any awards, honors, or recognition received for teaching or received by students for accomplishments under the nominee's direction.

### Evaluations

1. Include an evaluation by the chairperson.
2. Include one or more peer evaluations.
3. Include a chart reporting student evaluation of each class taught in the past three years and copies of the evaluation summary sheet for each class if available.
4. Evaluations by former students may be included. If the evaluations were solicited for the nomination process, the solicitation process should be described.

### Other Information

1. Provide a bibliography of publications that have guided the teaching.
2. List any conferences, workshops, special courses, or other comparable activities attended with a view to developing or improving teaching skills.
3. Provide assessments of student learning.
4. Include any evidence of the accomplishments of former students.

### **Documentation for Outstanding Research or Creative Activity**

*Nominating Statement* This portion of the letter of nomination should clearly and specifically state the basis for the nomination in this category, in some detail, and serve as a guide to the research materials submitted in support of the nomination. It should link assertions concerning accomplishment or ability to

supporting evidence. It should be interpretive and evaluative. It should state the most important contributions of the nominee to his or her field(s) of research or creative endeavor.

#### Publications and Research Reports (or Creative Activity)

Note: Some kinds of scholarly and professional activity, especially those involving artistic accomplishments, do not yield research publications or reports. If the basis of the nomination is accomplishment in such activities, they should be listed, with information concerning dates and audience or publication--for example, concerts given, showings held, or readings given.

1. Provide a bibliography of refereed publications in the past five years.
2. Provide a bibliography of non-refereed publications in the past five years.
3. List papers presented (title, date, audience or group addressed, and whether refereed or not refereed.)
4. List written research reports for proprietary agencies.

#### Evaluations

1. State the significance of the research or creative endeavor to the discipline or field. An evaluation by a nationally known authority would be valuable. (This statement must be made by someone other than the nominee.) List citations of most important work.
2. Describe ways in which the research or creative activities have benefited students at the University, including descriptions of the work of students of the nominee and their achievements.

#### Research Support

1. List grants received from outside the University: title of project, funding agency, period of support, annual dollar amount, total amount.
2. Describe any grants or special allocations of University funds to support the research or creative activity of the nominee. Include a statement of how much released time, per year, has been allowed for research. (Assume that a teaching load of six hours per semester means that 50% of one's time is allowed for research, administration, or public service and figure your research time proportionately.)

#### **Documentation for Outstanding Public Service**

*Nominating Statement* This portion of the letter of nomination should clearly and specifically state the basis for the nomination in this category, in some detail, and serve as a guide to the public service materials submitted in support of the nomination. It should link assertions concerning accomplishment or ability to supporting evidence. It should be interpretive and evaluative. It should state the most important contributions of the nominee to his or her field(s) of public service, identifying public service to the institution separately from public service to the profession.

#### Professionally-Related Public Service Activities

1. For each instance of public service to the international community, country, state, university, college, or department supply such data as the following: (a) nature of the activity; (b) contributions made by the nominee, with dates; and (c) statement on benefits, especially those to the institution, to students, and to colleagues from this activity.
2. For each professional organization to which service has been contributed, supply such data as the following: (a) contributions made by the nominee to the organization (include offices held with

dates, special activities, meetings attended); (b) statement on benefits to nominee, to students, and to colleagues from participation in this organization; and (c) contributions of the organization to the profession and other accomplishments.

3. Detail other kinds of public service, including data concerning numbers of individuals or groups served and nature of contributions. Such service might include applied research, consulting and technical assistance, or clinical work and performance, for example.

#### Evaluations

1. State the significance of the professionally-related public service described above. An evaluation by a known authority would be valuable. (This statement must be made by someone other than the nominee.)
2. Describe ways in which the professionally-related public service activities have benefited students, colleagues, the University, the state, or others.
3. Provide data on awards or recognition of other kinds for public service activities.

Appended to this policy are the statement of the Arkansas Alumni Association, Inc. on the Faculty Distinguished Achievement Award Program and a listing of previous recipients of the Alumni, Burlington Northern, and Baum awards.

8/18/04

**FACULTY DISTINGUISHED ACHIEVEMENT AWARDS PROGRAM  
ARKANSAS ALUMNI ASSOCIATION, INC.**

The Arkansas Alumni Association conducts annually the Faculty Distinguished Achievement Awards Program which was inaugurated in 1961. The Awards Program has been adopted by the Board of Directors of the Arkansas Alumni Association, Inc. as follows:

**AWARDS, PURPOSES, AND PHILOSOPHY**

A. For Distinguished Achievement in Teaching

To recognize, reward, and encourage the superior classroom teachers, the faculty members whose ability, personality, and methods are responsible for the highest success in teaching and the inspiration of their students. The program is not designed to be a popularity contest, yet the individuals distinguished by it are intended to be those who have the respect and even the affection of their students. Such teachers must be able to stimulate and lead students to their best efforts. Their total influence should be constructive and inspiring—not only in relation to the subject matter taught, but in their attitudes and their general thinking.

B. For Distinguished Achievement in the Field of Research or Creativity

To recognize, reward, and encourage the faculty members who are basically teachers but whose research or creative efforts are particularly successful and outstanding.

C. For Distinguished Achievement in Professional Service

To recognize, reward, and encourage the faculty members who are basically teachers but whose professional service activities are particularly successful and outstanding. This award is designed to distinguish service to the state, region, or nation through the faculty member's professional expertise. Service to the university or simply to one's own profession will not be considered significant service for consideration for this award.

**ELIGIBILITY AND PRESENTATION**

Only faculty members at the University of Arkansas, Fayetteville, are eligible to receive these awards. The presentation of the awards will be made in a calendar year at an appropriate time mutually agreed upon by the Chancellor of the University and the Arkansas Alumni Association.

Approved 1989

8/18/04

**ALUMNI ASSOCIATION FACULTY DISTINGUISHED ACHIEVEMENT AWARDS**

The Arkansas Alumni Association Distinguished Achievement Awards Program, inaugurated in 1961, recognizes, rewards, and encourages superior classroom teaching, and particularly outstanding research or creative activity. Earlier awards were given in two categories—teaching or research. Since 1969, a third category evolved to recognize faculty members known to be both strong researchers and excellent teachers. Currently, recipients of the awards are given a check for \$5,000.00. Past recipients of these awards, their departments and types of awards include the following:

1961	Ben Kimpel E. Fay Jones Derald A. Slack	English Architecture Plant Pathology	Teaching Research Research
1962	Robert A. Leflar Henry M. Alexander Joseph P. Fulton	Law Political Science Plant Pathology	Teaching Research Research
1963	Carl E. Hoffman Paul R. Noland Paul K. Kuroda	Zoology Animal Science Chemistry	Teaching Teaching Research
1964	Anne Vizzier John Imhoff John M. Peterson	History Industrial Engineering Economics	Teaching Teaching Research
1965	D. M. Robinson Bradford A. Waddle Jacob Sacks	Management Agronomy Chemistry	Teaching Research Research
1966	Harold A. Dulan Richard Brothers Odie T. Stallcup	Finance Music Animal Science	Teaching Teaching Research
1967	Cecil O. Cogburn Edward S. Amis H. Blair Rouse	Mechanical Engineering Chemistry English	Teaching Research Research
1968	Leo Van Scyoc Charles L. Wilson Albert M. Witte	English Plant Pathology Law	Teaching Research Teaching
1969	Stanley Stephenson Arthur J. Fry Grover Harris, Jr.	Electrical Engineering Chemistry Animal Science	Teaching Research Teaching & Research
1970	Helmut Wolf T. C. Duncan Eaves E. Phillip Trapp	Mechanical Engineering English Psychology	Teaching Research Teaching & Research
1971	Blair Hart Samuel Siegel Joe McFerran	Speech & Dramatic Art Chemistry Horticulture & Forestry	Teaching Research Community & University Service

1972	Nolan Williams George Kernodle Ronald Skeith	Accounting Speech & Dramatic Art Industrial Engineering	Teaching Research Teaching & Research
1973	Irene Burt Charles Lincoln Warren Banks	Elementary Education Entomology Finance	Teaching Research Teaching & Research
1974	Bryan Webb James N. Moore F. K. Spies	Electrical Engineering Horticulture & Forestry Law	Teaching Research Teaching & Research
1975	John Kane Charles E. Caviness John N. Marr	Economics Agronomy Psychology	Teaching Research Teaching & Research
1976	James Whitehead Robert D. Hay Jack H. Cole	English Management Mechanical Engineering	Teaching Research Teaching & Research
1977	Charles Thatcher Hamdy A. Taha Lothar Schafer	Chemical Engineering Industrial Engineering Chemistry	Teaching Research Teaching & Research
1978	Morton Gitelman Maurice Testerman Wallace Cordes	Law GIT Chemistry	Teaching Research Teaching & Research
1979	Max Meisch Miller Williams Harold C. McDonald	Entomology English Geology	Teaching Research Teaching & Research
1980	Willard B. Gatewood Robert E. Hall Jacob R. Phillips	History Finance Entomology	Research Teaching Teaching & Research
1981	T. Paul Cronan James F. Hinton Richard Anderson	DPQA Chemistry Physics	Teaching Research Teaching & Research
1982	E. Fay Jones Louis Thibodeaux Jim L. Turpin	Architecture Chemical Engineering Chemical Engineering	Research Teaching & Research Teaching
1983	John G. Williams Robert Frans James E. Dunn	Architecture Agronomy Mathematics	Teaching Research & Creativity Teaching & Research
1984	Daniel E. Ferritor Rafael Guzman Raymond H. Hughes	Sociology Law Physics	Teaching & Research Teaching Research
1985	Charles R. Britton Frank Millett Jerry A. Havens	Economics Chemistry Chemical Engineering	Teaching Research Research

1986	Collis R. Geren Rodney Alan Smolla Cyrus A. Sutherland	Chemistry Law Architecture	Teaching & Research Research Teaching
1987	Charles E. Templeton Alfred E. Einert Danny J. Davis	Plant Pathology Horticulture & Forestry Chemistry & Biochemistry	Research Teaching Teaching & Research
1988	Terry L. Lavy Carlton Bailey Richard Roessler	Agronomy Law ARRTC	Research Teaching Research
1989	K. S. Kim David W. Edwards Donald B. Pedersen	Plant Pathology History Law	Research Teaching Teaching, Research & Service
1990	Thomas D. Jensen Edgar C. Clausen John J. Watkins	Marketing & Transportation Chemical Engineering Law	Teaching Research Research & Public Service
1991	Peter Pulay Donald R. Bobbitt Michael Young	Chemistry & Biochemistry Chemistry & Biochemistry HKRD	Research Teaching Research & Public Service
1992	Donald Harington Roger Koeppel Gail Cramer	Art Chemistry & Biochemistry Ag Econ & Rural Sociology	Teaching Research Research & Public Service
1993	Hoyt Purvis Robert Riggs Justin Morris	Journalism/Political Science Plant Pathology Food Science	Teaching Research Research & Public Service
1994	Simon S. Ang Gregory J. Salamo Randall B. Woods	Electrical Engineering Physics History	Teaching Research Teaching & Research
1995	Mary Jo Schneider Park Waldroup C. Murray Smart, Jr.	Anthropology Poultry Science Architecture	Teaching Research Teaching & Research
1996	Allan Cochran David E.R. Gay Edwin L. Yaz	Mathematical Sciences Economics Electrical Engineering	Teaching Service, Teaching & Research Research
1997	Dick Oliver Kimberly Smith Robert Stapp	Agronomy Biological Sciences Economics	Teaching & Research Teaching & Research Teaching
1998	Thomas R. McKinnon Robert B. Cochran Min Xiao	Economics English Physics	Teaching & Research Teaching & Research Research
1999	Derrick M. Oosterhuis Daniel E. Sutherland Derek W.G. Sears	CSES History Chemistry & Biochemistry	Research & Teaching Research Research & Service

2000	Virginia Van Es Henry Tsai Peter Ungar	CISQA History Anthropology	Teaching Research & Teaching Research & Service
2001	Ronda Mains Scot Burton Fred Limp	Music Marketing & Transportation Anthropology/CAST	Teaching Research Research & Service
2002	Molly Rapert Evan Bukey Merry Moiseichik	Marketing & Transportation History HKRD	Teaching Research Service
2003	Yanbin Li Mark R. Killenbeck Charles L. Wilkins	BAEG Law Chemistry & Biochemistry	Research & Service Teaching & Research Research
2004	Kevin Hall Charles Robinson Cynthia Nance	Civil Engineering History Law	Research & Teaching Teaching Service
2005	Xiaogang Peng Janine A. Parry John W. Cole	Chemistry & Biochemistry Political Science Marketing & Logistics	Research Teaching & Service Teaching
2006	Gisela F. Erf Donald M. Johnson Deborah W. Thomas	Poultry Science Agri. & Extension Education Accounting	Research & Teaching Teaching & Service Service & Teaching
2007	Barbara B. Shadden Ajay Malshe Kimberly G. Smith	Communication Disorders Mechanical Engineering Biological Sciences	Teaching & Service Research Service
2008	Justin R. Morris Vikas Anand Alan E. Ellstrand	Food Science Management Management	Research Teaching Teaching & Service
2009	Dub Ashton Laurent Bellaiche Amy Farmer	Marketing Physics Economics	Teaching Research Service

### BURLINGTON NORTHERN FOUNDATION AWARD

From 1985 to 1990, the Burlington Northern Foundation supported annual awards of \$2,000 to an “Outstanding Teacher” for excellence in teaching, and to an “Outstanding Faculty-Scholar” for excellence in research. Recipients of these awards were as follows:

1985	Lyna Lee Montgomery Francis S. Millett	English Chemistry	Teaching Faculty-Scholar
1986	Daniel Levine Brian Bolton	Foreign Languages ARTC	Teaching Faculty-Scholar
1987	Charles M. Thatcher James N. Moore	Chemical Engineering Horticulture & Forestry	Teaching Faculty-Scholar

1988	Dean R. Gorman George E. Templeton	HKRD Plant Pathology	Teaching Faculty-Scholar
1989	Rafael Guzman Peter Pulay	Law Chemistry & Biochemistry	Teaching Faculty-Scholar
1990	A. Wallace Cordes Frederick M. Stephen	Chemistry & Biochemistry Entomology	Teaching Faculty-Scholar

In 1991, the Burlington Northern Foundation began supporting one award of \$2,500 for outstanding teaching, as follows.

1991	Michael Hoffman	Anthropology
1992	There was no award in 1992.	
1993	Howard W. Brill	Law
1994	David Bednar	Management

In 1995, the University of Arkansas began supporting one award of \$5,000 for the recipient of the Burlington Award for outstanding teaching, as follows:

1995	Elliott West	History	Teaching
1996	Jim L. Turpin	Chemical Engineering	Teaching

The Burlington Northern Foundation Award was discontinued in 1997.

**CHARLES AND NADINE BAUM FACULTY TEACHING AWARD**

In 1997, the Charles and Nadine Baum Foundation began supporting one award of \$5,000 for the recognition of Outstanding Teaching. Past recipients of this award, and their departments include the following:

1997	Doris M. Cook	Accounting
1998	Hamdy A. Taha	Industrial Engineering
1999	Ro DiBrezzo	Health Science, Kinesiology, Recreation & Dance
2000	Lynda L. Coon	History
2001	Elliott West	History
2002	Douglas A. James	Biological Sciences
2003	Jeff B. Murray	Marketing & Logistics
2004	Robert Stapp	Economics
2005	Amy Herzberg	Drama
2006	Richard Cassady	Industrial Engineering
2007	Gregory J. Salamo	Physics
2008	Norman D. Dennis, Jr.	Civil Engineering
2009	Timothy A. Kral	Biological Sciences

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