2017 Vice Chancellor's Awards in Excellence Program
Checklist and Timeline

CHECKLIST CONSIDERATIONS -- CHECK-LIST FOR A SUCCESSFUL NOMINATION (√)

Below is a checklist to guide your submission of a nomination for a Vice Chancellor's Award. Please review the award criteria for specific details on the submission requirements and process.

___Nomination form *(use prescribed form)*

___Letter of nomination *(2 page limit; from department head, unit administrator or awards committee chair)*

___Abbreviated Vita and/or Resume *(in the instance of team awards, please include a brief summary of the team's activities, accomplishments and the impact of the team's contributions along with a listing of any type of recognition, awards or honors the team may have received)*

___Publications List *(required for research nominations; optional for all other awards)*

___Letters of Support/Recommendation *(no more than three letters; 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 – John Jones.pdf)*

___**SUBMIT ONE (1) ELECTRONIC .PDF FILE IN PROPER ORDER TO** agawards@ag.tamu.edu **no later than 5:00PM on Friday, September 22, 2017.**

NOTE: Cover pages are inappropriate. Separate attachments such as resumes, biodata, or photocopied publication lists should not be included and will be removed. Late applications or changes in the nomination package after the deadline are not permitted.

VICE CHANCELLOR'S AWARDS IN EXCELLENCE TIMELINE – TIMELINE FOR THE NOMINATION PROCESS

August	Vice Chancellor distributes "Call for Nominations"
September	Nomination packets are due to Vice Chancellor's Office by **5:00PM on Friday, September 22, 2017**
November	Selection Advisory Committee Review/Recommendations submitted to the Vice Chancellor
November/ December	Recipients receive award notification from the Vice Chancellor's Office
January	Presentation of Awards during an Awards Ceremony