



Outstanding Extension Service Award (OESA) Criteria and Guidelines

(revised November 2017)

Purpose

These awards are to encourage and recognize outstanding extension, engagement, and economic development activities by faculty and EPA employees of NC State University. They are directly parallel in intent to the University's Outstanding Teaching Awards. They are not intended to recognize personal activities unrelated to the individual's work area or University sponsored programs (i.e., civic, church and charitable work).

Evaluation Period

The period for evaluation of achievements is the preceding five (5) calendar years to June 30, 2017.

Persons Eligible

Any full-time faculty or EPA employee of the University is eligible except school deans or the top extension administrator of a college, school, or division who devotes substantial time to extension, engagement, and economic development duties/activities. Faculty or EPA whose primary responsibility is teaching, research or the execution of extension work, as well as academic department heads, are eligible. For clarification, the only persons specifically not eligible are:

- College/School Deans
- Vice Provost of Outreach & Engagement
- Special Assistant to the Vice Provost of Outreach and Engagement
- Vice Provost of Continuing Education
- Director of Economic Development Partnership
- Director of Small Business Technology Development Center
- Director of Cooperative Extension Service
- Director of Industry Expansion Solutions
- Program Director of Textiles Extension and Applied Research
- Director of Continuing and Professional Development
- Director of DELTA
- Director of McKimmon Conference and Training Center
- Director of Osher Lifelong Learning Institute

College deans or top-level extension administrators may develop additional eligibility guidelines, if the need arises.

Number of Awards

A maximum of 25 awards may be made annually to NC State faculty and EPA employees. The awards will be allocated among colleges and other administrative units as follows:

- Agriculture and Life Sciences (2)
- Cooperative Extension Service (2)
- Design (2)
- Education (2)
- Engineering (2)
- Humanities and Social Sciences (2)
- Management (2)
- Natural Resources (2)
- Sciences (2)
- Textiles (2)
- Veterinary Medicine (2)
- Administrative Units (not reporting to a College) (3)

CRITERIA FOR AWARD

Role of Faculty and EPA Staff in Extension, Engagement, and Economic Development

Faculty and EPA have a unique and fundamental role within land-grant universities. They assess needs, develop appropriate programs to address those needs, and often work outside the traditional classroom. Their objectives are to provide education and assistance that will help people make decisions and solve problems. Faculty members team with professional peers to see that relevant knowledge and technology are brought to bear on clients' problems. Faculty and EPA staff must demonstrate expertise in their disciplines as well as the ability to interpret, synthesize, adapt, and convey knowledge and information through traditional and nontraditional methods.

Evidence of Excellence in Extension, Engagement, and Economic Development

Extension, engagement, and economic development is a meaningful and beneficial collaboration between the university and external partners and communities. It is the part of teaching that enables learning beyond campus walls, the part of research that makes what we discover useful beyond the academic community, and the part of service that directly benefits the public.

Nomination Format and Content

The formal nomination is composed of no more than six (6) total pages and must be formatted as follows in both content and organization. It is comprised of two major components:

I. Letter of Nomination (max. 1 page, 12 pt. font, 1 inch margins)

The nominator (Dean, Department Head, Colleague, etc.) should address the letter of nomination to the AOFEE Executive Council, Award Selection Committee. The letter of nomination should explain the nominee's worthiness of the award and highlight key aspects of his/her work that merit the Award Selection Committee's special attention.

II. Nomination (max. 5 pages, 12 pt. font, 1 inch margins)

The nomination should follow exactly the five (5) components in documenting the nominee's worthiness of the award based upon the specific selection criteria identified. Please do not replicate the same information/accomplishments in multiple sections of the nomination.

1. Nominee's Contact Information

This section should provide all current information necessary to identify and communicate directly with the nominee.

- Name and professional/University title
- Department and College/Administrative Unit
- Campus mailing address
- Campus telephone, FAX, and email address

2. Leadership, Vision and Relevance

This section should document the nominee's extension, engagement, and economic development efforts on the most innovative, important, critical, and urgent needs of the target audience(s) served.

- Include examples of the faculty member's demonstrated ability to provide innovative leadership to identifying and initiating innovative extension, engagement and economic development initiatives and programs targeted specifically toward these needs.
- Include examples of the nominee's success in securing internal and external grants and contracts to directly support his/her innovative extension, engagement, and economic development efforts. For each grant/contract, identify the award's date and duration, funding source, and amount received.
- Include examples of effectiveness and success in marketing programs to new and traditional audiences.

3. Teamwork, Interdisciplinary Focus and Knowledge/Technology Transfer

This section should document the nominee's demonstrated abilities to identify, organize and lead interdisciplinary teams (both internal and external to the University) in carrying out extension, engagement, and economic development efforts to address the needs identified in the previous section.

- Include examples of team development including (but not limited to): other faculty members; agency personnel; other professional; clients/citizens; and/or volunteers.
- Include examples of the nominee's use of state-of-the-art techniques and innovative approaches to maximize benefits from and impacts of extension, engagement, and economic development efforts described, including (but not limited to): the development and use of innovative and effective instruction materials (e.g., advanced audio-visual technologies, computer programs, training materials, independent study programs, etc.); outstanding teaching or leadership of non-credit extension courses and credit courses where the major objective was to provide the nontraditional student with information and/or the incentive to use effectively university-sponsored information, practices and programs to meet his/her needs; and/or connecting curriculum experiences to real-world issues through engagement of students in community based service, research and/or extension.

4. Scholarship and Dissemination

This section should document the nominee's demonstrated accomplishments in communicating and disseminating his/her extension, engagement, and economic development efforts to others.

- Include academic citations for the nominee's sole and co-authorship of publications of unique and direct extension, engagement, and economic development value including (but not limited to): books (both authored and edited); chapters in edited books; peer-reviewed journals (both print and electronic); papers published in formal conference proceedings; and fact sheets.
- Include scholarly electronic dissemination techniques developed by the nominee to disseminate his/her efforts, including (but not limited to): Web pages, wikis, listservs, and multi-media formats (e.g., videos, CDs, DVDs, etc.)
- Include venue, title, and audiences reached for invited presentations by the nominee at national and international professional association meetings and conferences (that are not listed elsewhere).

5. Impacts and Accomplishments

This section should document evaluated impacts of the nominee's extension, engagement, and economic development efforts upon the target audience(s) reached.

- Include documented knowledge, attitudes, skills and/or aspiration changes upon the nominee's target audiences.
- Include documented practice/behavioral change with the nominee's targeted audiences.
- Include documented social, economic, environmental, or other unique measurable outcomes/impacts with the holistic societies/cultures targeted by the nominee.
- Include examples of improvements made by the nominee to instructional materials and approaches based upon systematic evaluations.
- Include examples of leadership and teaching accomplishments by others who have been trained by the nominee.

Award Nominations, Selections and Timing

The following procedures have been developed for selecting recipients of the Outstanding Extension Service Awards:

I. Award Nominations Procedures

- A. The Office of Outreach and Engagement will maintain overall responsibility.
- B. Each year, deans, directors and department heads will be requested to invite faculty and EPA staff to submit nominations with supporting evidence in letter form to:
 1. The dean or designee of the awards committee of the college of the nominee, or
 2. The Office of Outreach and Engagement for those units not reporting to colleges.
- C. The nomination packet should be in document format and total no more than six (6) pages (consisting of the maximum 1 page letter of nomination and 5 page nomination form.
- D. No other supporting evidence for nominees should be included in any format (e.g., CD/DVDs, publications, news articles, photographs, etc.) and will not be considered by the Selection Committee.

II. Selection and Screening Procedures

- A. The dean of each college will appoint the college's Extension Leader/Representative as chair of an awards committee consisting of at least three (3) persons to be responsible for reviewing, screening and making recommendations to the dean. At least two of the committee members should be former recipients of the Outstanding Extension Service Award.
- B. Members of a committee appointed by the Office of Outreach and Engagement will review nominations from a unit not reporting to a college. This committee will review nominations

and supporting evidence from staff and administrators of those units. The committee will make recommendations to the Vice Provost for Outreach and Engagement.

- C. The number of award recipients selected by each committee and recommended to the Office of Outreach and Engagement or college deans will not exceed the number allocated for that college or unit.
- D. These awards are for individual nomination only, not open for team nomination.
- E. No individual may nominate himself/herself.
- F. All college selections will be submitted to the Office of Outreach and Engagement for review.
- G. The Office of Outreach and Engagement will be responsible for: (1) providing the respective deans/administrators with appropriately inscribed certificates for presentation at their first faculty or staff meeting of the new school year; (2) submitting to the Director of the Alumni Association the names of the recipients and supporting evidence for consideration by the Association in awarding four \$4,000 checks to recipients selected as outstanding faculty involved in extension, engagement, and economic development by Friday, February 9, 2018, (3) submitting to the Academy of Outstanding Faculty Engaged in Extension (AOFEE) the name of recipients and supporting evidence for consideration by the AOFEE for induction of a maximum of eight members into the AOFEE; and (4) submitting to the Chairperson of the Honors Convocation the names of the recipients to be recognized at the Spring Honors Convocation.

III. Timing for Implementation

- A. The names of nominees selected by each college or unit, together with the supporting evidence in letter form, will be submitted to the Office of Outreach and Engagement via this form no later than **close of business day, December 15, 2017**.
- B. The Office of Outreach and Engagement will submit names and supporting evidence of individuals recommended to receive the Alumni Association and AOFEE awards by January 8th 2017 to the AOFEE nominating committee.
- C. The AOFEE nominating committee will make final decisions for Alumni Association and AOFEE awards by February 7, 2018.
- D. The Office of Outreach and Engagement will notify each award recipient by letter no later than March 2, 2018, with a copy to the appropriate dean, director and department head.

Nature of Award and Recognition

1. Each dean of his/her respective college will present a suitably inscribed Certificate of Recognition to the selected nominees during the first college faculty meeting to be held in the fall.
2. The printed program for the Faculty Awards Luncheon, which takes place on April 11, 2018, will include the names of the recipients from the current year and the four faculty members or EPA who received the Alumni Association cash awards. Suitable publicity will be prepared and distributed to awardees and to University Relations.

Schedule for 2016-2017 Outstanding Extension Service Awards

November 7, 2017

Memo with guidelines and procedures to each college.

November 10, 2017

Office of Outreach and Engagement (1) appoints a committee for non-college/unit nominations and (2) appoints committee for Alumni Association and AOFEE award recipients.

December 15, 2017

Deadline for receipt of recipients' names and supporting evidence to be submitted using [this form](#).

February 7, 2018

The Academy of Outstanding Faculty Engaged in Extension (AOFEE) selects recipients of Alumni Association/AOFEE Awards and submits their names to the Office of Outreach and Engagement.

March 2, 2018

Award recipients notified by the Office of Outreach and Engagement.

March 2, 2018

Office of Outreach and Engagement submits recipients' names and supporting evidence to Alumni Association.

Recipients' names are submitted to AOFEE members; to Louis Hunt, Registrar, for inclusion in the May Commencement Program, to Dr. Genia Sklute, Associate Director of University Honors Program, and to NC State BULLETIN.

March 16, 2018

Order certificates and plaques.

April 11, 2018

Celebration of an Engaged University Awards Ceremony and Reception (AOFEE Induction)

Please direct any questions or concerns with the nomination process to Samantha Graham at sjgraha2@ncsu.edu.