

# NATIONAL AWARDS PROGRAM FOR EXCELLENCE IN COLLEGE AND UNIVERSITY TEACHING IN THE FOOD AND AGRICULTURAL SCIENCES

USDA – Cooperative State Research, Education and Extension Service

## Submission Guidelines & Forms

Use for any of the three Award Categories: National, Regional, and New Teacher

Institutions should limit submissions to only superior educators who excel in each of the six published Evaluation Criteria, and who exhibit sustained, consistent and long-term commitment to achieving the highest quality of teaching excellence. *New Teacher* category nominees should demonstrate a commensurate level of commitment based upon their teaching tenure. Consult the official, published program guidelines for additional eligibility and nomination submission information.

- A single nomination package consists of the completed Information Cover Page, Personal Data Page and your written responses to each of the six published Evaluation Criteria.
- Each individual nomination package must not exceed 15 pages (including the Information Cover Page and Personal Data Page). This includes all responses to the published Evaluation Criteria.
- Any material submitted in excess of the 15-page limit will be discarded prior to review.
- Incomplete applications will be returned without review.
- Use standard 8.5 x 11 inch paper and Times New Roman 12 point (or equivalent) font.
- Submit a total of five (5) copies of the nomination package. Staple each nomination package. Do not spiral bind package or include in any kind of a notebook or folder. Any additional materials (CDs, videos, publications...etc.) will be discarded prior to review.
- Include one (1) copy of the nominee's Curriculum Vitae with your submission. This will not be part of the review, but may serve to provide additional information for the awards program if the nominee is selected. Clearly mark the Curriculum Vitae as such, and do not attach to a nomination package.

Submit one Curriculum Vitae and five copies of the nomination package, to arrive by March 15, to:

For U.S. Mail Delivery:

USDA Excellence in College and University  
Teaching Awards Program  
U.S. Department of Agriculture  
CSREES/SERD/Higher Education Programs  
1400 Independence Avenue, S.W., Stop 2251  
Washington, D. C. 20250-2251

For FEDEX or other Courier Delivery:

USDA Excellence in College and University Teaching  
Awards Program  
U.S. Department of Agriculture  
CSREES/SERD/Higher Education Programs  
800 9th Street, S.W.; Room 3260  
Washington, D.C. 20024

CSREES- Higher Education Programs Contact:  
P. Gregory Smith, National Program Leader  
Telephone: (202) 720-1973 email: [gsmith@csrees.usda.gov](mailto:gsmith@csrees.usda.gov)

## INFORMATION COVER PAGE

**National Awards Program for Excellence in College and University  
Teaching in the Food and Agricultural Sciences  
USDA - Cooperative State Research, Education, and Extension Service**

*Enter requested data in the fields on both pages, print, and include with responses to six evaluation criteria.*

**Nominee's Name (F, M, L):**

**Institution:**

**Department:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Telephone:**

**E-Mail Address:**

**1. Check only if nominee is in the *New Teacher* category (no more than five concurrent years in teaching)**

**2. a. Nominee's Primary Undergraduate Teaching Area:**

**b. Nominee's Current Teaching Appointment (%):**

**c. Nominee's Administrative Unit (click in field & select one):**

**If "Other", specify...**

**3. a. Type of Organization: (See "*Definitions*", *Section I*) (click in field & select one):**

**b. If a minority-serving institution, click and select:**

**4. Approval of Nomination by Nominee's Department Chair and Dean:**

**a. Department Chair's Name:**

**Unit Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**b. Dean's Name:**

**Unit Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

