


January 4, 2011

**MEMORANDUM**

**TO:** Graduate Deans, Department Heads and Graduate Advisors

**FROM:** Dr. Karen Butler-Purry, Associate Vice President for Graduate Studies 

**SUBJECT: Request for Nominations for Distinguished Graduate Student Awards**

I am pleased to announce that the Association of Former Students at Texas A&M University will once again recognize graduate students for distinguished research and teaching with the 2010-2011 Distinguished Graduate Student Awards.

We encourage each of you to nominate graduate students from your department who exemplify excellence in teaching or research. The Distinguished Graduate Student Awards will be presented this year at a reception on Thursday, March 31 at 3 p.m. in the Bermudez Room A & B in the Association of Former Students, Clayton Williams Building.

A selection committee, will review nominations and choose up to five award recipients in each category. Award recipients and their nominators will be notified in early March. Each award recipient will receive a framed certificate and a distinctive watch from the Association of Former Students.

Each department may nominate up to two students in each of three categories: Excellence in Teaching, Excellence in Research-Masters, and Excellence in Research-Doctoral. No special nomination form is required. Eligibility criteria and information to be provided by the nominating department are provided in the attached pages. Nominations that do not meet eligibility requirements will not be considered by the selection committee. For questions, or more information, contact Megan Palsa or Patty Garza at 845-3631.

Submit one copy of each nomination package to the Office of Graduate Studies. Paper copies can be delivered to OGS at 302 Williams Administration Building or sent via campus mail (MS#1113). A PDF document (all materials in a single file) of each nomination package can be emailed to Patty at [pgarza@tamu.edu](mailto:pgarza@tamu.edu). Nominations must be received no later than 4 p.m. February 14, 2011.

pc: Dr. R. Bowen Loftin  
Dr. Karan L. Watson  
Dr. Jeffrey R. Seemann  
Deans, GC/GOC

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## **Distinguished Graduate Student Award for Excellence in Teaching**

### *Eligibility Criteria*

1. The nominee must have taught on at least a one-half time basis for two semesters or summer sessions (10 weeks) during his or her graduate enrollment at Texas A&M University, or must be completing the second semester of teaching at the time of nomination for the award.
2. At the time of teaching the courses in item 1, the nominee must have been classified as a Graduate Assistant or as a one-half time lecturer/instructor with teaching responsibilities.
3. The nominee must, at the time of nomination, be enrolled for a minimum of nine hours of course work.
4. The nominee must have a cumulative grade point average of 3.0 or higher.
5. Previous nominees may be nominated again but no prior awardees may be re-nominated.
6. The nominee must not be a full-time member of the Texas A&M University faculty or staff at the time of nomination for the award.
7. The nominee must have had independent authority to assign grades for course work or laboratory sections taught.
8. Persons who have had more than five years of **full-time, professional teaching experience** are excluded from the competition.

### *Required Information to be Submitted by the Nominating Department*

1. A cover sheet (first page of the nomination packet) that includes:
  - a. Title stating: Nomination for Excellence in Teaching
  - b. Full name of student, student's email, and student's current address
  - c. Name of nominator, department, and nominator's email
2. A letter of nomination, summarizing the student's qualifications and why this student should be selected for the award.
3. Personal information about the nominee, such as an academic curriculum vitae.
4. Evaluations of the nominee's teaching by the faculty members of the nominating department, peers of the nominee, and students previously taught by the nominee at Texas A&M University. No more than two letters of evaluation in each of the proceeding categories should be submitted.
5. Information about grade distributions for each class taught by the nominee.
6. Information about courses taught, number of students enrolled, and type of preparation required for teaching courses.

## **Distinguished Graduate Student Award for Excellence in Research**

### *Nomination Guidelines*

1. Eligible students include those who graduated in August 2010 or December 2010 and those who are scheduled to graduate no later than May 2011. Students who graduated prior to the August 2010 commencement are not eligible.
2. Previous nominees may be nominated again but no prior awardees may be re-nominated.
3. The student's approved research proposal must be on file in the Office of Graduate Studies.
4. Please do not submit copies of theses, dissertations or manuscripts.

### *Required Information to be Submitted by the Nominating Department*

1. A cover sheet (first page of the nomination packet) that includes:
  - a. Title stating: Nomination for Excellence in Research – (indicate Master's or Doctoral)
  - b. Full name of student, student's email, and student's current address
  - c. Name of nominator, department, and nominator's email
2. A letter of nomination, summarizing the student's qualifications and why this student should be selected for the award.
3. The student's specific research and scholastic achievements. This information can be provided as part of the letter of nomination or as a separate list.
  - a. Academic awards, scholarships, fellowships, or other scholarly recognition since becoming a graduate student.
  - b. Presentation at local, state, national, or international meeting of professional societies or topical conference. Please do not include manuscripts (identify meeting or conference, title of presentation, place, date, and role played by students).
  - c. Reviewed publications. Please do not include manuscripts (document those accepted but not yet published). List a complete bibliographic citation with authors in the published order.
  - d. Other publications. Please do not include manuscripts (books, book chapters, conference proceedings, abstracts, etc.).
  - e. Submitted publications (please do not include manuscripts; document those still in review).
  - f. Other research-related, scholarly, creative or innovative activities (techniques, devices, or concepts developed; grant proposals written, etc).
4. Letter of support/recommendation from faculty or colleagues (limit to three) who can attest to research quality and productivity.
5. Student written "layman's summary" of the research program, its scientific or scholarly significance and the relationship to student's career goals (limit to two pages, double spaced; use separate sheets). Faculty are requested to **refrain from editing**. Append also the thesis or dissertation abstract, if available.