

GUIDELINES FOR CEHD AWARDS FILE ASSEMBLY

The following information is provided to aid with consistency in assembling nomination packets. Please follow all instructions below or packets will be returned for corrections. Packets should be emailed to Jaime Andres at jandres@tamu.edu.

The deadline for final submission to the Dean's Office is April 24, 2019

Compilation of the electronic nomination packet and file naming conventions:

Outstanding Faculty Mentoring Award

- Materials should be placed in the following order:
 1. Letter of Nomination
 2. Support Letter
 3. Digital 'head shot' of nominee; must be at least 300 dpi
 - This should be submitted separately from the nomination packet

CEHD Faculty Climate Award

- Materials should be placed in the following order:
 1. Complete Nomination Form
 2. Letter of Nomination
 3. Digital 'head shot' of nominee; must be at least 300 dpi
 - This should be submitted separately from the nomination packet

CEHD Staff Climate Award

- Nominations for this award are submitted electronically:
https://tamu.qualtrics.com/jfe/form/SV_cuLPOUceM3zyYtf
- Digital 'head shot' of nominee; must be at least 300 dpi
 - This should be submitted separately from the nomination packet

CEHD Early Career Research Excellence Award & CEHD Senior Scholar Research Excellence Award

- Materials should be placed in the following order:
 1. Cover Letter
 2. Letter of Nomination
 3. Letters of Support
 4. Publications
 5. CV
 6. Digital 'head shot' of nominee; must be at least 300 dpi
 - This should be submitted separately from the nomination packet

AFS College-Level Teaching Award

- Please review the DOF Guidelines for compiling this nomination packet
<http://dof.tamu.edu/Awards-and-Honors/AFS-College-Level-Teaching-Awards>

Please name the required electronic nomination packet as follows:

- The complete nomination packet: [Last Name, First Name – Name of Award]
 - “Doe, John – CEHD Faculty Climate Award”
 - “Doe, John – CEHD Outstanding Faculty Mentor”
 - “Doe, John – CEHD Early Career Research Excellence”
 - “Doe, John – CEHD Senior Scholar Research Excellence Award”
- Digital 'head shot' of candidate; must be at least 300 dpi: [Last Name, First Name – Photograph]
“Doe, John - Photograph”