

AWARDS NOMINATION FORM
Southern Region of the American Society for Horticultural Science

Check Award:

- Award for Excellence in Doctoral Research and Writing:
- J. Creighton Miller, Jr. Distinguished Educator Award:
- Julian C. Miller, Sr. Distinguished Research Award
- Henry M. Covington Extension Award
- John E. Hutchison Extension Award for Young Professionals:
- Leadership and Administration Award
- Extension Communications Awards:

Nominee:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Nominated by:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Nominations due: October 15th

Submit: E-mail copies of the Nomination Form, CV, Letters of Support, and publications (if applicable) in either Word (.doc) or Adobe Acrobat (.pdf) format to the respective Award Committee Chair. For items that cannot be E-mailed, three (3) copies can be mailed.

The following should be attached to the Awards Nomination Form:

1) **Table of Contents**

2) **Letter of Nomination** (limited to 4 pages).

The letter should indicate the reason for nominating this individual. The letter should identify the major contributions on which the nomination is based and explain why the nominee is especially qualified to receive the award. Make sure the nominee meets the requirements set forth for the specific award. Requirements can be found in the Fall Newsletters, and in the MOA for each award (ashs.org/regional/history.html).

3) **Nominee's Biographical Information**

A complete Curriculum Vita containing the following biographical information of the nominee should be included. It should be tailored to the specific award, but typically would contain the following information.

- a. Name of nominee
- b. Current position (title, rank, department or unit)
- c. % appointment (teaching, research, extension, if applicable)
- d. Number of years in this position
- e. Number of years at present institution
- f. Degrees held (institution and date)
- g. Employment history (previous positions, years; list most recent first)
- h. Honors, awards, and recognitions, especially any related to the respective award
- i. Membership in professional and honorary societies (note offices held)
- j. Involvement with teaching, research, extension, graduate student training, administration, etc., especially as related to the specific award.
- k. List of publications (scientific articles, teaching publications, extension publications, books, web sites, etc.), especially as related to the specific award.

For the Extension Communication Award: A CV is not needed. Instead fill-out the Extension Communication Award Form (available at ashs.org/regional/history.html); and attach it to the Nomination Form along with 3 copies of the publication, video, CD, and audio publications, etc.. Web sites: include printed copies of key index pages and URL for viewing the entire site.

- 4) **Letters of Support:** A maximum of 5 letters of support, including at least one from another institution. For teaching awards, include at least 2 from former students.
- 5) Check the MOA for each award on the Southern Region section of the ASHS web site (ashs.org/regional/history.html) to determine if there is specific information needed relative to the specific awards.

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