

# NORTHEAST EXTENSION DIRECTORS' AWARD OF EXCELLENCE

## REQUEST FOR APPLICATIONS

The Northeast Extension Award of Excellence is presented annually to an individual, multidisciplinary team, or integrated Extension/Research Program who has strived to achieve the benchmarks reflective of excellence in Extension educational programming. These include, but are not limited to, demonstration of high impact of programs; visionary leadership and anticipation of emerging issues for clientele and the system; commitment to diversity; and integration of programs in partnerships with university colleagues and outside clientele. Successful award recipient(s) should be recognized as a university leader and in their respective field of expertise, garner a continual flow of resources for sustainable Extension programs, use innovative teaching methods and be recognized by peers and the communities served. Preference will be given to multi-state programming.

The **AWARD OF EXCELLENCE** may be given annually to recognize up to three programs, that have achieved outstanding accomplishments, results and impacts in addressing contemporary issues in one or more of the 13 Northeast states. An Honorable Mention award(s) may be granted, if deemed warranted by the review committee.

The nominee must be an active Cooperative Extension System (CES) professional (state, regional and/or county) with at least 50 percent FTE Extension appointment (Administrative FTE in these areas do not qualify a nominee), and have responsibility for Extension programming for five concurrent years. Anyone may recommend potential awardees by completing and submitting an application package. Self-nominations are appropriate. All applications require the signature of the Extension Director/1890 Administrator and supervisor to be accepted for consideration. Only one nomination per institution will be accepted for consideration. Applications will be managed, reviewed, rated and recommended for the Award of Excellence by the Northeast Directors' Recognition Committee.

The *Award of Excellence* will be presented to the recipient(s) by the Chair of the Northeast Extension Directors (**NEED**) during the joint summer meeting. The *Award of Excellence* includes a plaque, certificate and a monetary stipend in support of the program. The recipient(s) will have an opportunity to give a brief seminar at the time of the award presentation.

### **NOMINATION PACKAGE GUIDELINES**

Only electronic submissions as a Word File email attachments will be accepted. Use Times New Roman 12 point (or equivalent) type on all documents.

Information to include in nominations:

- Name, title, address, phone number and email address of nominee (team members)
- Nominator information (name, title, address, phone number and email address)
- Nominee's background information including nominee's education and experience to justify award selection.
- Documented evidence to be used against the evaluation criteria shown below
- Additional Documentation

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- Nominee’s Curriculum Vita
- Signature approval for submission by the nominee's Dean/Director/1890 Administrator and supervisor.
- Endorsement statements from an administrator, a former program participant, a colleague, etc.
- Abstract – no more than 150 words
- Specific wording for award citation (15 words or less)

**EVALUATION CRITERIA**

**Weight**

**IMPACTS ACHIEVED**

Demonstrated high impact of Extension focus research-based programs; anticipated and responded to critical public needs with solutions on critical issues. Enhanced the public good indicated by economic, social and/or environmental impact at state, regional and/or multi-state level. 30%

**SCHOLARLY PRODUCTS DEVELOPED AND CONTRIBUTION TO FIELD OF EXPERTISE**

Recognized excellence in one’s field of expertise as demonstrated by sustained external funding, awards, recognition, and request for regional/state/national addresses and speaking engagements; and appropriate, peer reviewed publication of scholarly work, including journal articles. 20%

**INNOVATIVE APPROACHES IN FUNDING SOURCE & EDUCATIONAL PROGRAM DELIVERY**

Demonstrated innovation in partnerships, funding, and educational program delivery. Integrated Extension/Research programming. 15%

**LEADERSHIP**

Demonstrated record of programmatic, university, community and CES leadership, as reflected in service to profession and university and CES organizations. 10%

**DIVERSITY**

Demonstrated conveyance of cultural sensitivity and appreciation for diversity. 10%

**extra line here** **MULTIDISCIPLINARY & COLLABORATIVE COMPONENTS**

Ability to engage university colleagues in Extension programming with evidence of teamwork both within and outside of Extension. 10%

**ENDORSEMENT STATEMENT(S)**

Endorsement by administrator, program participant and colleague to substantiate the nominee's excellence in and dedication to Extension. 5%

**SUBMISSION INFORMATION AND DUE DATE:**

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Each application must include information, as presented above:

- A complete nomination package consists of the information needed to describe the basis for nomination, not to exceed six total numbered pages.
- Incomplete applications or applications in excess of six pages will not be reviewed.

The due date for all submissions is **12:00 (noon)** \_\_\_\_\_

Send the electronic application to:  
[willis@njaes.rutgers.edu](mailto:willis@njaes.rutgers.edu)

Mary Jane Willis,  
Associate Director of Extension, Rutgers Cooperative Extension  
Rutgers, The State University  
88 Lipman Drive, Martin Hall Room 312  
New Brunswick, NJ 08901-8525  
Telephone: 848-932-3584

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## Name of Program

Name of Institution Submitting the Application

Name of Contact Person Submitting Application

Title of the Contact Person

Complete Mailing Address

Telephone Number

Fax Number

Email Address

| Abstract (no more than 150 words):

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Specific wording for award citation (15 words or less)

Name of Nominee/Team Members, Titles and Locations

\_\_\_\_\_  
Signature of Extension Director/1890 Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date