APPENDIX B

SUMMARY PRESENTATION

GUIDANCE

The summary presentation should be prepared by a member of the nominating committee, the CEO, or the nominee. It should document, in the *third person* format, the nominee’s most outstanding qualifications and major achievements and outline how the nominee excels in each of the selection criteria as stated within the guidelines. It is very important that all selection criteria be addressed and that the document should be no longer than five pages. (Refer to Section 5, page 5-6 of these Guidelines.)

This summary is reviewed by the System-level committee and the information also is used in compiling short bios of each nominee for the Board of Regents.

Sample copies of previous years’ recipient summaries are available for review, should anyone wish to obtain a copy. Please email your request to:

- RegentAward@tamus.edu, or
- Contact the Academic Affairs Office by telephone at 979-458-6040 or 979-458-7401.