



Regents Fellow Service Award

Revised 04/2023



Purpose, Award and Eligibility

Purpose

Each year, the Board of Regents of The Texas A&M University System honors and recognizes extension, research, and service professionals within the system agencies and the veterinary medical diagnostic laboratory. The Regents Fellow Service Award is the highest honor bestowed by the A&M System on extension, research, and service members. These professionals must have demonstrated significant commitment and contributions to their respective agencies by providing exceptional leadership in educational or program delivery/scholarship, research, extension, or service that has resulted in significant impact and lasting benefits to Texas and beyond.

Award

The Regents Fellow Service Award is based on the nominee's accomplishments throughout the past fiscal year. The designation of Regents Fellow is the highest System-wide honor and carries significant responsibilities. Regents Fellows are expected to function as role models within the A&M System and to devote appropriate service to System-wide activities, both ceremonial and professional when requested by their chief executive officer and/or the chancellor.

Eligibility

A Regents Fellow Service Award nominee must be a full-time senior-level researcher or service delivery professional with at least a 50% agency appointment for at least five (5) consecutive years within the A&M System.

The Regents Fellow nominee must present evidence of the following:

- ❑ A distinguished record of educational or program delivery/scholarship, research, extension, or service
- ❑ A distinguished record of outstanding service at the local and state and/or national/international levels
- ❑ A demonstrated record of significant commitment and contributions to their A&M System agency
- ❑ A record of notable indicators of the potential for the continuation of distinguished performance in at least one of the following areas: educational or program delivery/scholarship, research, extension, or service
- ❑ Exceptional contributions to knowledge base and/or development of scholarly principles that have resulted in published research, inventions, processes, or methods that are significant and influential to the respective agency
- ❑ Outstanding, creative ability to conduct and deliver educational or program delivery/scholarship, research, extension, or service (as appropriate to the agency)
- ❑ Recognition by professionals within the nominee's field or scientific community as evidenced through honors and awards, participation on state/national or international committees, panels, or commissions; and
- ❑ Recognition by external stakeholders, clients, and/or constituents

Individuals who have received the Regents Professor Award are not eligible to receive the Regents Fellow Service Award.



Nomination Process

Call for Nominations

In February, the A&M System chancellor will send a call for nominations to the university and agency Chief Executive Officers (CEOs) and Chief Academic Officers. After receiving the call for nominations, the university and agency leaders will distribute the call to their respective directors, division heads, assistant directors, program chairs, and others as appropriate.

Agency Nomination Process

Upon receipt of the chancellor's Call for Nominations for the Regents Fellow Service Award, the agency's CEO and/or vice chancellor will announce the onset of the nomination and selection process. The CEO shall appoint a review/selection committee. It is recommended that the committee include a past Regents Fellow recipient to serve as an ex-officio representative.

Nominations may originate from division heads, directors, program chairs, administrators, award committees, and individuals or groups of professional staff members. All nominations should be coordinated through the nominee's organizational unit and/or the chief executive officer.

Number of Nominations

Agencies employing less than 200 research, extension, or service professionals may forward up to one (1) Regents Fellow nomination for consideration by the A&M System Review Committee each year. Those having more than 200 professionals may forward up to two (2) nominations. An agency may not increase its nominations submitted in a given year to make up for years in which it did not offer a nomination.

Beginning in 2023, Prairie View A&M University's extension agencies shall be eligible for annual Regents Fellow Service Award allotments.

Nomination Packet

The designation of Regents Fellow is the most prestigious award from the A&M System to highlight exemplary agency professionals. Therefore, the nomination packet assembled for review should summarize the best of the nominee's leadership performance in programmatic development and delivery, research, extension, or service during their career.

Although it is optional for a nominee to have demonstrated an equal exemplary performance record in all three service areas (educational or program delivery/scholarship, research, extension, or service), the nominee should have experience in more than one area. Therefore, the nomination packet should highlight the respective service area(s) considered worthy of the award.

The selection process is a two-step procedure. The first step requires the submission of materials for the Agency Nomination Packet. The second step involves submitting additional materials for the System Nomination Packet.



Step I. Agency Nomination Packet

The primary evaluation of the candidate's qualifications shall be the responsibility of the agency. The following documents shall be submitted as part of the agency nomination process for a candidate to be considered a nominee:

- ❑ **Nominating Letter (3-page max. length):** A letter of nomination submitted to the selection committee from any of the following: division heads, directors, program chairs, administrators, award committees, and individual or groups of professional staff members.
- ❑ **Summary Presentation (third-person, single-spaced, 12-point font, 5-page max. length):** The summary presentation should be a compilation of the nominee's most outstanding qualifications, significant achievements, and contributions with demonstrated superior performance in educational or program delivery/ scholarship, research, extension, or service. The nominee can achieve this through a personal statement establishing the importance of their accomplishments in one or more of the following areas (educational or program delivery/scholarship, research, extension, or service). Since a curriculum vitae will be a part of this packet, the statement should attempt to go beyond what is in the vitae.
- ❑ **Vitae (25-page max. length):** A current and moderately detailed vitae highlighting the nominee's career and outstanding accomplishments. Please delete all personal references, such as marital status and family references.
- ❑ **Optional Supporting Material (5-page max. length):** Samples of educational or program delivery/ scholarship, research, extension, and service-related materials that further endorse the nominee's candidacy.

Step II. System Nomination Packet

The following documents should be submitted electronically via the submission portal on the Regents Awards webpage (<https://www.tamus.edu/academic/regents-awards/>) on or before the stated deadline.

- ❑ **Letter of Transmittal:** A signed letter from the chief executive officer(s) addressed to the Chancellor, endorsing the nominee;
- ❑ **Summary Letter from Local Selection Committee:** A summary of the university/agency's nomination, review, and selection process, including criteria that were considered;
- ❑ **Photograph:** A color, high-resolution (at least 300 dpi) headshot photograph of the nominee in a .JPG format. Please do not submit a photo embedded in a Word or .PDF file;
- ❑ **Vitae:** A current and moderately detailed curriculum vitae (25-page max. length). Please delete all personal references such as marital status and family references;
- ❑ **Summary Presentation:** A compilation (written in third-person, single-spaced, 12-point font, 5-page max. length) of the nominee's most outstanding qualifications, major achievements, and contributions demonstrating the nominee's competence in exceeding the three listed criteria areas for the award. This can be the same presentation submitted in the university/agency nomination packet;



- ❑ **Nomination Form:** The nomination form can be accessed via the nomination submission portal on the Regents Awards webpage;
- ❑ **Letters of Support:** A maximum of ten (10) letters of support and/or endorsement from external stakeholders, clients, constituents, and/or appropriate colleagues;
- ❑ **Past Awards and Recognitions:** A summary/list of past awards and/or recognitions should accompany the nomination packet;
- ❑ **Other Supporting Materials:** A list or examples of any other supporting materials such as contract and grant activity, patents, licenses, and the development of technology, technical assistance, or response efforts and its impact on society or the economy that may not fall into one of the categories listed above;
- ❑ **Educational or Programmatic Delivery/Scholarship:** The nominee should include a selection of their best work in educational programs, research results, curriculum delivered, or other creative or scholarly activity. While articles are not required, they may be submitted as representative selections. Any books should be summarized;
- ❑ **Research:** The nominee should include samples of distinguished research. Distinguished research must exceed the work generally considered part of the nominee's essential professional work (professional committees, etc.) and should represent research that transcends and is exceptional to what is typically expected and compensated. Such research must extend over multiple years and involve the application of the nominee's expertise and interests to issues of public concern. Nominees should provide a summary of research contributions to the agency, community, region, state/nation, and/or the international arena, stressing those activities that are of particular significance and relevant outcomes;
- ❑ **Extension or Service:** The nominee should include samples of distinguished service. Distinguished service must exceed the work generally considered part of the nominee's essential professional work (professional committees, etc.) and should represent service that transcends and is exceptional to what is typically expected and compensated. Such service must extend over multiple years and involve the application of the nominee's expertise and interests to issues of public concern. Nominees should summarize service contributions to the agency, community, region, state/nation, and/or the international arena, stressing those activities of particular significance.

The following are suggestions of documents nominees may utilize to summarize their educational or program delivery/scholarship, research, extension, or service contributions and the impact of these contributions to the state, nation, and beyond.

Publication-related documents may include, but are not:

- Peer reviewed articles, refereed journals, book chapters, and abstracts;
- Research reports;
- Media releases;
- Newsletters;
- Invited presentations;
- Agency/specialty/applied research publications;
- Results of surveys and evaluations;
- Websites;



Review and Selection Process

Agency Review/Selection Committee

The agency CEO shall appoint a review/selection committee. It is recommended that the committee include a past Regents Fellow recipient to serve as an ex-officio representative. The appointed committee will review the submitted Agency Nomination Packet, ensuring eligibility and selection have been adequately addressed. In addition, they may interview candidates along with on and off-campus peers before recommending a nomination for a Regents Fellow Service Award to the CEO. The primary evaluation of the nominee's qualifications shall be the responsibility of the agency review committee.

Nominees who have joint appointments within the university/agency will require review and approval by the CEO of each university/agency. From those nominations, the committee will select a limited number of finalists and make its recommendation to the agency CEO. Following the review and concurrence by the CEO, or each CEO in the case of joint appointments, the final nominee(s) will be notified. A formal nomination packet will be prepared for submission to the Office of the Vice Chancellor for Academic Affairs, which will require the final nominee(s) to submit a more comprehensive set of materials as noted in Step II – the System Nomination Packet.

A&M System Review Committee

A system-level review committee, chaired by the vice-chancellor for academic affairs, and comprised of other designated vice-chancellors and past Regents Award recipients, will review the Regents Fellow Service Award nominee packets. The committee will focus on the accomplishments and distinguished career of the nominee in the areas of commitment and contributions to their respective agency, leadership in educational or program delivery/scholarship, research, extension or service.

Board of Regents Approval

The Regents Fellow Service Award is the highest System-wide recognition awarded to the selected agency professional. Regents Fellow Service Award recipients' selection and formal approval is granted solely by the A&M System Board of Regents and typically occurs during their fall meeting.

Award Recognition

Regents Fellow Title

The Regents Fellow Service Award recipient shall retain the title of *Regents Fellow* for the duration of their service within the Texas A&M University System.

Stipend

Recipients receive a monetary stipend in the total amount of \$15,000, payable as a non-base award. The respective agency may, at their discretion, award the entire stipend at one time. Each university or agency will fund the stipend through its normal budgeting process.

Medallion

Every Regents Fellow Service Award recipient receives a special commemorative medallion bearing the seal of the A&M System. The medallion is designed to be worn on special agency occasions when appropriate. The medallion, inscribed nameplate, and certificate, signed by the Chancellor and Chairman of the Board of Regents,



are presented to the Regents Fellow recipients at the special recognition ceremony.

Special Recognition Event

Following Board approval, a special recognition event/ceremony shall commence at a date/location chosen by the Board of Regents and in consultation with the Chancellor.