HONORS AND AWARDS NOMINATION DOCUMENTATION

Nominators will submit their nominations via a Google Form. A link to this form will be sent to all faculty and staff at the Call for Nominations at the beginning of December. The active form will also be available on the College of Design Honors and Awards intranet webpage beginning at that time.

(EXCLUDES STUDENT DESIGN AND SCHOLARSHIP EXCELLENCE AWARD)

Successful nominations will document how the achievements of the nominee meet the criteria of the award. This form will require nominators to address the criteria and include specific examples.

- If you nominate someone, you **must** solicit 2 other people to provide support for your nominee. Each person must fill out a form in support of that nominee. **Note**: No additional support is required for students named to receive the Student Design and Scholarship Excellence Award.

- No more than 1 nominator and 2 supporters per candidate will be accepted.

- Document the accomplishments so that nominations can be read and understood by individuals who are not specialists in the nominee's field.

- Efforts of the nominee to address the diverse background of students should be noted within the context of these supporting documents.

Any award winner shall not be nominated in the same category until five years have passed. This criterion does not prohibit someone being nominated in another category during that time.

If necessary, the Committee may request further information from the nominee or department before a final decision is made.

Selection Process
The College Honors and Awards Committee will confer and send its award recommendations to the Dean for approval.

Nomination Deadline
Nominations are due via Google form to Shannon Sawyer no later than **February 17, 2017.**
For further information, please contact Shannon at sawy0076@umn.edu or at 612-626-3728.

Consider nominating people and/or teams who would shine at the University level as well.

OUTSTANDING CIVIL SERVICE/LABOR REPRESENTED AWARD
COLLEGE OF DESIGN

Purpose
The CS/LR Award recognizes civil service and bargaining unit staff who have demonstrated excellence and professionalism in their overall performance and who have made meaningful contributions to their unit and/or the College and University.

Eligibility
College of Design permanent civil service/bargaining unit staff not involved in teaching, research, or outreach/service.   Nominees must have served during the current academic year.

Evaluation Criteria
Successful nominees should demonstrate evidence of:
• Contributions in their unit and/or the College and University in addition to routine duties
• High professional standards
• Innovative ideas or problem solving abilities
• Excellence in their positions while promoting and supporting the work of their unit(s) and/or the
 College

OUTSTANDING CONTRIBUTIONS TO DIVERSITY AND EQUITY AWARD
COLLEGE OF DESIGN

Purpose
The Outstanding Contributions to Diversity and Equity Award recognizes individuals and/or teams who have made outstanding contributions to enhancing diversity and equity in the College and/or the community on the basis of race, sexual orientation, religion, gender identity, age, ability, national origin, and/or social background.

Eligibility
College of Design faculty and staff, or students with a declared major/program in the College. Nominees must have served or been a student during the current academic year.

Evaluation Criteria
Successful nominees will demonstrate evidence of one or more of the following:
• Ensuring a climate free from discrimination
• Accomplishments, leadership, or service in support of diversity enhancement that have affected policy or
   effected visible change
• Achievement in creating a supportive environment that honors and supports diversity and inclusion
• Achievement in recruiting, retaining, supporting, and/or graduating underrepresented faculty, staff, or
   students
• Achievement in creating or improving social, educational, or curricular activities in support of diversity
   that benefit the college and/or the community

OUTSTANDING GRADUATE STUDENT AWARD

COLLEGE OF DESIGN

Purpose
The Graduate Student Award recognizes exceptional leadership and academic accomplishments of graduate students in the College of Design.

Eligibility
Current graduate student in the College of Design. This award is open to individuals only.

Evaluation Criteria
Successful nominees should demonstrate evidence of:
• Providing leadership to the college and/or community.
• Heightening awareness and understanding of their discipline in the university and/or society.
• Service or support making a positive difference in the lives of individuals, community, the college, its professions or the interaction between them.

OUTSTANDING OUTREACH AWARD

COLLEGE OF DESIGN

Purpose
The Outreach Award recognizes outreach, engagement or disciplinary service scholarship by individuals and/or teams within or across disciplines that have addressed a critical civic, economic, environmental, health, social, or other related issue in Minnesota, the nation, or the world.

Eligibility
This award is open to all College of Design faculty and staff engaged in outreach/engagement/disciplinary service scholarship. Nominees must have served during the current academic year.

Evaluation Criteria
Successful nominees should demonstrate evidence of:
• Evidence of applying knowledge to address a critical community problem or need
• The ability to link research, discovery or the creative process and teaching scholarship to the engagement effort
• Impact on the people of Minnesota, nation or world through improved skills, policies or professional practice
• The ability to work collaboratively with community partners
• Excellence in leadership to effect change

OUTSTANDING PROFESSIONAL & ADMINISTRATIVE AWARD
COLLEGE OF DESIGN

Purpose
The P&A Award recognizes academic/professional personnel and administrative personnel for outstanding achievement in furthering the mission and goals of their unit(s) and/or the College of Design

Eligibility
All College of Design P&A staff not involved in teaching, research, or outreach/service. Nominees must have served during the current academic year. This award is open to individuals only.

Evaluation Criteria
Successful nominees should demonstrate evidence of:
• Excellence in leadership, innovative ideas, and/or problem solving abilities
• High professional standards
• Excellence in their positions while promoting and supporting the work of their unit(s) and/or the college

OUTSTANDING RESEARCH AWARD
COLLEGE OF DESIGN

Purpose
The Research Award recognizes research/discovery scholarship and the creative process by individuals and/or teams within or across disciplines that have contributed to new knowledge and understandings within one or more of the central fields in the College of Design.

Research/scholarship needs to have been completed **within the last 3 years**, and it needs to have progressed to the point where substantial findings have been made.

Nominator and/or supporters must clearly outline the nature of the candidate's research.

Eligibility
For College of Design faculty and staff engaged in research/discovery activities or the creative process as a formal part of their position. This award is open to all individuals or teams who have served during the past academic year.

Evaluation Criteria
Successful nominees should demonstrate evidence of:
• Significant contributions to the discovery and advancement of new knowledge in the field, as evaluated by peers
• Use of newly-developed, advanced techniques and ethical methods in discovery that contribute to or can be applied to the solution of major research problems in the field
• The ability to conduct discovery scholarship or creative production that has been recognized nationally and internationally as well as within the College and the University
• Active support of new researchers (junior faculty, graduate students, undergraduates.)
• Contributions to a better understanding of complex issues central to the mission of the College of Design

OUTSTANDING TEACHING AND E-TEACHING AWARDS

COLLEGE OF DESIGN

New Student Driven Process

This year the College of Design will recognize 3 instructors who have been selected by the student population for their outstanding work. Nominations will be reviewed by the Honors and Awards Committee and finalists forwarded to the greater student body for a vote. **Outstanding Teaching Awards** will be given to the two instructors who receive the most votes in their category. **The E Teaching Award** will be given to the one instructor in this category who receives the most votes. Neither award will be contingent upon an instructor's status as full time, part time, or adjunct. Faculty and staff should refrain from unduly influencing the student vote.

The E-Teaching Award, is not intended to focus on the teaching of technology or the use of standard technology but rather to focus on innovative ways that instructors have used technology to effectively teach the varied subjects that the College of Design offers.

The Outstanding Teaching Award recognizes individuals who have made contributions to teaching that are creative, innovative and/or effective through undergraduate or graduate programs.

Eligibility

This award is open to all College of Design instructors who have taught within the last academic year either at the graduate or undergraduate level, in extension, or in continuing education. This award is open to individuals only. These awards symbolize the College of Design's commitment to teaching and learning. Students are interpreted to include individuals enrolled in formal course work, as well as individuals participating in targeted programming.

OUTSTANDING TEAM SERVICE AWARD

COLLEGE OF DESIGN

Purpose

The Service Award recognizes faculty, staff, and students for teamwork that advances the mission and goals of their unit(s) and/or the College of Design.

Eligibility

Open to all College of Design faculty and staff or students with a declared major or program in the College of Design. This award is open to teams of two or more people all of whom must have served during the current academic year.

Evaluation Criteria
• Evidence of work that could not have been accomplished by an individual
• Successful working relationships between team members
• A work product that demonstrates betterment of the College of Design or one of its units

OUTSTANDING UNDERGRADUATE STUDENT AWARD
COLLEGE OF DESIGN

Purpose

The Undergraduate Student Award recognizes exceptional leadership and academic accomplishments of current undergraduate students in the College of Design.

Eligibility

Current undergraduate student in the College of Design. This award is open to individuals only.

Evaluation Criteria

Successful nominees should demonstrate evidence of:
• Providing leadership to the college and/or community.
• Heightening awareness and understanding of their discipline in the university and/or society.
• Service or support making a positive difference in the lives of individuals, community, the college, its
  professions or the interaction between them.

STUDENT DESIGN AND SCHOLARSHIP EXCELLENCE AWARD
COLLEGE OF DESIGN

Purpose

The Student Design and Scholarship Excellence Award recognizes exceptional student work on a specific project from the current school year.

Award categories include:
● Undergraduate Individual
● Undergraduate Team
● Graduate Individual
● Graduate Team

Awards will be distributed to students in each of the undergraduate and graduate programs in the College of Design. Programs are limited to one submission per category for a total of four possible submissions.

Eligibility

Current undergraduate or graduate student in the College of Design.

Evaluation Criteria

Evaluations occur at the program level where students or teams of students are chosen for their exceptional work on a specific project from the current school year. Recipients will be recognized at the Honors and Awards event in May.

Note: One representative for each program should enter the names of the selected students via the Honors and Awards Google form no later than **Friday, February 17, 2017**.

DIVERSITY STATEMENT
COLLEGE OF DESIGN

In pursuit of a more inclusive community, we solicit your support in making sure that all persons who meet award criteria be given the same opportunity as others to compete for an award. All members of the college community are encouraged to be open-minded and to place in nomination all who qualify regardless of race, creed, color, religion, gender, age, marital status, disability, or sexual orientation. Our committee believes that encouraging inclusiveness in award giving is a small step toward generating a more positive climate and a sense of contribution and belonging within the college and University community. Your support is appreciated.