

TO: All Faculty and Staff

October 4, 2007

FROM: Mr. Jimmy Anderson
NGCSU Alumni Association Awards Committee Chair

Each year the North Georgia College & State University Alumni Association honors one whom it chooses as the institution's Distinguished Professor. In making its choice, the Alumni Association seeks the recommendation of a selection committee composed of alumni, faculty and students.

The selection committee is now accepting nominations for the NGCSU Alumni Association 2008 Distinguished Professor Award. For appropriate consideration, all nominations must be submitted, in writing, to reach the **Executive Director, Alumni Center, no later than 12:00 noon, Friday, November 9, 2007.**

All full-time faculty, staff, and students are invited to submit nominations in accordance with the following criteria:

- a. Selection will be based on the nominee's "total service" to North Georgia College & State University - that terminology being more fully described as excellence in teaching and service to the students; extracurricular participation in service to NGCSU and its' community, research, and scholarly publication.
- b. The nominee must be employed full-time and teach a minimum of 3 semester hours per semester.
- c. The nominee must have completed two full years of service with North Georgia College & State University with eligibility beginning in his or her third year of employment.
- d. Former recipients of the award shall become eligible for nomination in the fourth year following his or her selection. Those ineligible for nomination this year are Drs. Mark Spraker, Thomas Austenfeld and Kelly Cate.
- e. None of the above will be construed to mean that committee members may not make nominations, nor themselves be nominated. If nominated themselves, faculty committee members will be replaced on the committee or decline the nomination.

Nominations will include sufficient background information about the individual's "total service" record in order that the committee may fully evaluate the nominee. **Please use the attached form to submit your nomination.**

Questions may be directed to the committee members.

Student Members:

Ms. Jessica Brown, Senior - JMBROW4053@ngcsu.edu

Ms. Sarah Witherington, SGA President - SEWITH7192@ngcsu.edu

Faculty Members:

Dr. Kelly Cate, Assistant Professor, Psychology and Sociology - klcate@ngcsu.edu

Dr. Susan Brandenburg-Ayres, Associate Dean, School of Education - sayres@ngcsu.edu

OR

Mr. Mark Howarth, Executive Director of the NGCSU Alumni Association - mhowarth@ngcsu.edu

Nomination Form for the 2008 Distinguished Professor Award

Important: Please consider the following requirements when filling out the nomination form.

- * Prepare nomination assuming that the selection committee does not know the nominee.
- * Nomination must include all areas below and be addressed within the box provided for each criterion.
- * Only this form and the nominee's curriculum vitae (not to exceed 5 pages) will be considered.
- * You are encouraged to seek assistance from the nominee and/or nominee's department head.
- * The nominee must review and initial the nomination to confirm accuracy.

Completed nomination forms must reach the **Executive Director no later than 12:00 noon, Friday, November 9, 2007.**

Nominee: _____ Department: _____.

In what capacity do you know nominee: _____.

Person submitting nomination: _____ Nominee's Initials: _____.

I. Teaching Strengths

II. Responsiveness to Student Needs (individual and group)

III. Service to University

IV. Research and Publications - Attach Curriculum Vitae (not to exceed 5 pages) or list below.

V. Service to Community