

Biological and Agricultural Engineering Division

Award for Excellence in Teaching Materials and Methods in Biological and Agricultural Engineering

This award, sponsored by the ASEE Biological and Agricultural Engineering Division, recognizes an individual or group of individuals in the development and dissemination of excellent teaching materials and methods in Biological and Agricultural Engineering. The award consists of a \$500 honorarium and an inscribed plaque, which are presented during the ASEE Annual Conference.

Qualifications and Eligibility Requirements:

Selection among individual or team nominees will be primarily based upon the quality and effectiveness of Biological and Agricultural Engineering instructional materials and methods. Additional factors that may be considered include: the scope of utilization of the nominees' materials or methods, the innovative nature of the material or method, the nominees' involvement in teaching Biological and Agricultural Engineering students, and ASEE membership.

Selection Committee:

The award selection committee will be composed of the three immediate past division chairs and the most recent recipient of the award. The immediate past division chair will chair the selection committee. If more than one of these four are not able to perform their role, the current division chair will appoint a qualified replacement(s) from the division membership.

Selection Procedures:

Nominators should submit six copies of the nomination to the current division chair before the submission deadline established by ASEE (currently January 15). The division chair will acknowledge receipt of the nomination to all nominators, and inform them of the expected selection and notification timelines. The division chair will also forward copies to all members of the selection committee. The selection committee chair will contact the other committee members and arrange, at a minimum, a conference telephone call to discuss the nominations and selection of a recipient. If there are less than two nominations, no award will be given that year.

The selection committee chair will notify the division chair of the award in time for the chair to forward the necessary materials to ASEE headquarters before their deadline (currently March 1). The division chair will be responsible to have the plaque ready for presentation at the Annual Conference and to also have the division treasurer prepare a check in the amount of the honorarium (\$500) for the presentation.

The committee may choose to retain high quality nominations for the consideration the following year. These retained nomination materials should be forwarded to the incoming division chair for inclusion in the following year's selection process.

ASEE Awards Nomination Form

Date:	
Name of Award:	
Name of Nominee:	
Date of Birth:	
Social Security Number:	
Present Position(s) (exact title):	
Institution/Organization:	
Department:	
Address:	
City:	
State:	Zip Code:
Telephone:	Fax:
E-Mail:	
Nominator's Name:	
Title:	
Institution/Organization:	
Department:	
Address:	
City:	
State:	Zip Code:
Telephone:	Fax:
E-Mail:	
Signature:	Date:

Nomination Deadline: January 15th

Forward Nominations to:
Manager
Awards & Administrative Services
American Society for Engineering Education
1818 N Street, N.W.
Suite 600
Washington, DC 20036-2479
(202) 331-3550

Pertinent excerpts from Society Awards Program Policies & Procedures Manual:

4.0 CATEGORIES OF ASEE AWARDS

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4.5 SOCIETY UNIT AWARDS

Awards which are administered and bestowed by a unit of the Society can be either externally sponsored, Society unit sponsored, or endowed. The current Society Unit Awards are as follows:

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SOCIETY UNIT SPONSORED

:

DIVISIONS:

Biological and Agricultural Engineering Division Award for Excellence in Teaching Materials and Methods in Biological and Agricultural Engineering

6.0 THE AWARDS COMMITTEE STRUCTURE AND PROCESS

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6.3 AWARD SELECTION COMMITTEES

All awards must have a duly appointed selection committee. With the advice of the officers of the Society unit and/or current Award Committee Chair, the President of the Society appoints the Chair and members of national and society awards committees. Society Unit awards are to be under the jurisdiction and control of designated ASEE units. Their structure and processes are subject to the approval of the Society Awards Policy Committee and the Board of Directors.

The Awards Committee Chairs shall be responsible for communicating committee decisions to ASEE Headquarters and for providing all information required. No awardee shall be notified by the Award Committee in advance of the official letter from ASEE Headquarters.

9.0 ADMINISTRATION OF SOCIETY UNIT AWARDS

9.1 RESPONSIBILITY FOR ANNUAL OPERATIONS

For each Society Unit award, the nature, scope, and funding of the award, the nomination process, the selection and approval of the award winner(s); the time and place of award presentation and the general and financial administration of the award are all the responsibility of the sponsoring Society unit's officers. Only the initial establishment of these awards requires Awards Policy Committee and Board of Directors approval.

9.2 NOTIFICATION OF WINNERS

The responsibility for notifying award winners and providing them all necessary information rests with the Society Unit Chair.

9.3 NOTIFICATION OF NON WINNERS

The responsibility for notifying the nominators of the non winners and for briefing them on renomination procedures rests with the Society Unit chair.

12.0 PROCEDURES FOR SOCIETY UNIT FUNDED AWARDS

12.1 NOTIFYING HEADQUARTERS

By March 1, each Award Committee Chair should submit to ASEE Headquarters the following three items:

- Complete name of awardee, title, address, office and department telephone numbers.
- Citation of 100 words or less (The citation should state the major accomplishments for which the award is being given.)
- A copy of the nomination form/supporting documents. (In the case of a best paper award, the following should be substituted: title of paper, publication and/or presentation details as applicable (title of publication; volume and issue numbers; month of issue; name, date and place of conference where paper was presented; etc., a brief paragraph describing the contents of the paper, and preferably a copy of the paper.)
- A description of each Division Award should be sent to ASEE Headquarters, especially what the award consists of, so that correct information can be included in the Annual Conference Awards Banquet Program. If any changes occur, such as the name of the award, etc., or if a new award is developed, Headquarters should be notified promptly, as approval is needed by the ASEE Board of Directors and the Awards Policy Committee.
- Please send several copies of printed award presentation programs to Headquarters.

12.2 PREPARATION OF MEMENTOS AND CASH AWARDS

Preparation of mementos and cash awards is the responsibility of the sponsoring unit.

EVALUATION FORM

Nominees:

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Primary Factors:

Quality of materials:					
Effectiveness of materials:					
Quality of methods:					
Effectiveness of methods:					

Other Factors:

Scope of utilization:					
Innovative nature:					
Involvement in teaching BAE students:					
ASEE membership:					
OVERALL:					