

ALUMNI AWARDS FOR OUTREACH EXCELLENCE
Alumni Award for Outreach Excellence (Individual Achievement)
Alumni Award for Outreach Excellence (Team Achievement)

BACKGROUND

The charge to the Commission on Outreach and International Affairs is:

“To study, formulate, and recommend to the University Council policies and procedures concerning the engagement of the University in service, outreach, and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education; economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. The Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs.”

To further this charge, the Commission on Outreach and International Affairs, with the support of the Virginia Tech Alumni Association, sponsors an annual awards program entitled “Alumni Awards for Outreach Excellence” including two awards—one for individual accomplishments and one for team accomplishments. The Commission also sponsors an award for each of the eight colleges (for individuals or teams).

PURPOSE, CRITERIA, AND PROCEDURES

1. Purpose:

The alumni awards recognize sustained outstanding contributions of university employees who are engaged in strategic partnerships that enhance the economic and social well-being of individuals, families, businesses, and communities around the commonwealth, the nation, and the world, and enrich and strengthen the university’s discovery and learning missions.

Successful nominees should demonstrate their success with implementing relationships with communities and partners that are: (1) bi-directional and reciprocal; (2) partnership-based (i.e., both parties make investments in and receive benefits from specific projects); and (3) mutually respectful of the strengths and needs of all parties and involved in a regular, healthy exchange of ideas.

Recipients of the Alumni Awards receive \$2,000, a plaque, and are automatically inducted into the Academy of Outreach Excellence. *Detailed information may be found at www.outreach.vt.edu.*

2. Selection Criteria:

a. The Work: Evidence of excellence in the performance of Outreach programs, including but not limited to innovation, creativity, program results, impacts, leadership, subject matter expertise, and communication skills. The description of the work should highlight its focus, including how it is planned and implemented to deliver coherent content in response to the needs and interest of the target audience. The description of the work should highlight its focus, including how it is planned and implemented to deliver coherent content.

b. Other Requirements:

1. Recipients must be current employees of Virginia Tech for a period of at least three years. Retired faculty are not eligible. 2. Preference will be given to sustained outreach over a period of at least three years, although in exceptional cases, the award may be given for a single piece of outstanding work without regard to time.

The fact that an individual has already received this award will not be a basis for exclusion of consideration for the other outreach award.

NOMINATION GUIDELINES

The applications for the award are to be submitted as nominations. Nominations may come from alumni, students, faculty, department heads, directors, deans, and external clients. Nominations must include the following:

- Nomination letter (not to exceed four (4) pages): The letter should highlight the nominee or nominees' contributions to outreach, including a description of the effort and how it meets the selection criteria. Please be sure to include:
 - Name of nominee(s) and Position/title(s) within the university
 - Describe what the nominee(s) have done that merits recognition, and describe the qualities that make the nominee(s) outstanding. Suggested points that may be covered:
 - Description of the outreach program and activities
 - How the program responds to the current needs and interests of people
 - Subject matter expertise of the nominee(s)
 - Communication methods utilized in the program
 - Evidence of outreach leadership by the nominee(s)
 - Professional (scholarly?) activities by the nominee(s).
- Suggested citation statement for the award announcement (limit of 100 words).
- Two letters of support from constituents served by the nominee's or nominees' outreach activities, not to exceed one page each.
- Documentation as needed to support the nomination.

Submit nomination packet for *Alumni Award for Outreach Excellence--Individual and Team Achievements*. Nominations are due by December 1, 2009 (original and 5 copies) to:

Outreach Excellence Awards Selection Committee
Kimberly Rhodes
319 Burruss Hall
Campus Mail 0265