



2018 Annual CTAHR Awards Nomination CTAHR Dean's Award for Excellence in Extension

The CTAHR Dean's Award for Excellence in Extension recognizes an exceptional extension faculty member whose extension program or project has demonstrated outstanding performance and significant results. The awardee will receive a framed certificate at CTAHR's 30th Annual Awards Banquet on May 4, 2018.

Award amount: \$3,000 allocation toward a project or plan of work of awardee's choice.

Eligibility:

- All full-time 9- or 11-month extension faculty members who participate or have participated in an extension project or program for at least the past 12 months are eligible.
- Recipients of CTAHR Excellence in Extension Awards in the past 5 years are not eligible.
- Self-nominations are acceptable.

Nomination documents: The nominator shall submit a nomination letter that clearly describes—

- The situation or events indicating the need for the program or project;
- The outputs and outcomes (impacts) of the program or project;
- The role of each team member (and percent FTE) if the program or project is a team effort; and
- Collaborations or partnerships with others (if applicable), including State and federal agencies.

Letters are limited to 2 double-spaced pages. Supporting material, if any, should not exceed 3 pages.

Submission: Please submit all nomination packets to Cheryl Ernst at events@ctahr.hawaii.edu or deliver to CTAHR's Office of Communication Services, 3050 Maile Way, Gilmore 119, Honolulu HI, 96822. Electronic submissions are preferred.

Selection committee: Selection will be made by a 5-member committee appointed by the CTAHR Associate Dean of Extension, to include 1 county administrator, 1 department chair, 2 county agents, and 1 specialist.

Criteria:

Evaluation of nominations will be on the basis of project or program needs, traditional and innovative outputs, and especially outcomes (impacts).

- *Outputs* are activities, products, services, and participation that result from inputs (program investments) and are the means, processes, or procedures used to accomplish the project's or program's performance objectives. Outputs describe what is done and who is reached, such as "conducted training/classes or workshops/meetings for youth/immigrant farmers/livestock producers."
- *Outcomes/impacts* document the effectiveness or value of outputs generated and inputs invested. They are measurable, e.g., "As a result of training, participants became aware or knowledgeable about (a certain problem) and responded in a positive way" or "After completing training, participants improved their diets/reduced the severity of their diabetes/reduced the cost of production/increased their profit margin/adopted safe use practices." Impacts can be short-term (change in knowledge or awareness), medium-term (change in behavior, adoption of new practices, etc.) or long-term (changes in economic, environmental, social, or civic status).

Note: The selection committee is not required to make an award if it deems there is no suitable candidate based on the documentation provided.

Timeline:

January 4, 2018	Official call for nominations
February 12, 2018	Nomination deadline
March 2, 2018	Selection of recipient



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AND HUMAN RESOURCES
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