

**AWARDS NOMINATION FORM**  
**Southern Region of the American Society for Horticultural Science**

**Check Award:**

- \_\_\_\_\_ Award for Excellence in Doctoral Research and Writing:
- \_\_\_\_\_ J. Creighton Miller, Jr. Distinguished Educator Award:
- \_\_\_\_\_ Julian C. Miller, Sr. Distinguished Research Award
- \_\_\_\_\_ Henry M. Covington Extension Award
- \_\_\_\_\_ John E. Hutchison Extension Award for Young Professionals:
- \_\_\_\_\_ Leadership and Administration Award
- \_\_\_\_\_ Extension Communications Awards:

**Nominee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Nominated by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Submit:** Three (3) copies in either Word (.doc) or Adobe Acrobat (.pdf) format to the respective Award Committee Chair.

**Nominations due:** See deadline in Call for Nominations in the Fall Newsletter.

**The following should be attached to the Awards Nomination Form:**

1) **Table of Contents**

2) **Letter of Nomination** (limited to 4 pages).

The letter should indicate the reason for nominating this individual. The letter should identify the major contributions on which the nomination is based and explain why the nominee is especially qualified to receive the award. Each of the following criteria should be addressed in the statement:

3) **Nominee's Biographical Data**

A complete Biographical Sketch of the nominee should be included. It should be tailored to the specific award, but typically would contain the following information.

- a. Name of nominee
- b. Current position (title, rank, department or unit)
- c. Number of years in this position
- d. Number of years at present institution
- e. Degrees held (institution and date)
- f. Employment history (previous positions, years; list most recent first)
- g. Honors, awards, and recognitions, especially any related to the respective award
- h. Membership in professional and honorary societies (note offices held)
- i. Involvement with teaching, research, extension, graduate student training, administration, etc., especially as related to the specific award.
- j. List of publications (scientific articles, teaching publications, extension publications, books, web sites, etc.), especially as related to the specific award.

4) **Publications/Communications:** For the Extension Communication Award: Hard copy publications, video, and audio publications: include three (3) copies. Web sites: include printed copies of key index pages and URL for viewing the entire site.

5) **Letters of Support:** A maximum of 5 letters of support, including at least one from another institution, and at least 2 from former students for teaching awards.

6) Contact the Chair of the respective Award Committee to determine if there are specific guidelines, information needed, etc. specific to that award, and which are not specified here.

7) Check the Southern Region section of the ASHS web site ([ashs.org/regional/history.html](http://ashs.org/regional/history.html)) to determine if there is specific information posted relative to the specific awards.