Re-Activated 12/21

**C452 CROP SCIENCE DISTINGUISHED SERVICE AWARD COMMITTEE**

A. Status: Special committee

1. Composition and Tenure:

The committee shall be composed of the CSSA President who acts as chair and three additional CSSA members.

C. Functions:

1. With the aid of the Headquarters staff, solicits nominations for the award.

2. Selects the best qualified nominee in accordance with the Award Guidelines. The procedures followed are focused through the committee Chair, whose duties are as follows:

a. Serves as a voting member of the committee.

b. To receive, at the appropriate time, all nominations for this award and distributes the nominations to the committee members, via the Awards Platform.

c. Advises all committee members of the scoring or ranking procedure to be followed, as well as any other special instructions.

d. The Chair reports the results of the committee's selection process to the President of the Society.

h. Activates and works with the committee on any special charges sent to the committee by the CSSA Board of Directors or by the CSSA Executive Committee.

i. The Chair prepares the annual report of the Committee.

E. President's Responsibilities to the Committee:

1. Cooperates with the committee in its activities, as appropriate or in response to need.
2. Notifies the committee directly of all deadlines on award selection, annual report, etc.

F. Award Guidelines:

1. DESCRIPTION OF AWARD: The Crop Science Distinguished Service Award recognizes an individual or team who has made an exceptional contribution to the profession of Crop Science. This award recognizes an individual or team who advances crop science through efforts to develop or improve programs, practices, and products designed to promote crop science. The awardee displays distinguished administration, research, teaching, extension activities, and commercial activities, or any combination of these to advance the science, practice, outreach, and status of the profession as a member of the Crop Science Society of America.
2. AWARD CRITERIA:
3. FORMAT FOR NOMINATIONS: Nominations will be solicited from the membership through promotions and submitted online via the Awards system.
4. ELIGIBILITY OF NOMINATIONS: Nominations for this award are accepted only from individual members of the Crop Science Society of America. Members of the CSSA Executive Committee, Board of Directors, and members of this committee are not eligible to make nominations, be eligible to be nominated or to write supporting letters for nominees following the policies set by the CSSA Board of Directors.
5. ELIGIBILITY OF NOMINEES: Membership in the society is required for this award. Nominees must have been/are working in some field of crop science. The contributions on which the nomination is based must have been made over a minimum period of 25 years.
6. TEAM NOMINATIONS: Nominations of teams are eligible for the Crop Science Distinguished Service Award. Only an individual can be nominated to represent the group.
7. NOMINATIONS
	1. Eligibility
		1. Nominees are required to have been an active member of CSSA for 25 years.
		2. Nominators are required to be CSSA members.
		3. Recipients must be alive at the time of selection but the award may be conferred posthumously at the Annual Meeting.
	2. Nominee Information:
		1. List name and affiliation of individual nominee or each member of a team nomination
		2. Membership will be verified
		3. Nomination Letter - Describe the basis for this nomination for the award.
		4. Letter of Reference for Nomination as desired to support nomination. Provide contact information (name, full mailing address, phone, and email) for three individuals who will submit online reference letters.
8. EVALUATION:
	1. Nominees will be evaluated based on their achievements of their efforts to develop or improve programs, practices, and products designed to promote crop science.
	2. Efforts as a member of the Crop Science Society of America
9. SCORING OR RANKING PROCEDURE:
	1. Nominations are ranked by all committee members. The award recipient is the nominee receiving the lowest score/ranking.
10. AWARD:
	1. Given the prestigious nature of the award, it will be awarded only in years with highly deserving nominees. The award consists of a plaque, $2000, and a complimentary ticket to the award ceremony. Complimentary 1 year of membership.