

C464 CROP SCIENCE EXTENSION EDUCATION AWARD COMMITTEE

A. Status: Special committee

B. Composition and Tenure:

1. The Committee consists of the Chair plus six members.
2. The term of office for members is two years.
3. The Chair serves for one year.

C. Functions:

1. To encourage nominations for this award.
2. To become familiar with the Guidelines and Procedures for this award and to be responsible that all nominations fulfill the required criteria of eligibility for the award.
3. To evaluate nominations and to select from among those nominated the most outstanding nominee for the award.

D. Procedure:

1. The CSSA Headquarters Office distributes the nominations to the Committee members and advises them of the scoring or ranking procedure to be followed. The Chair transmits any special instructions to members.
2. The Chair of C464 reports the results of the Committee's selection processes to CSSA's General Awards Chair.
3. The Chair of C464 presents the award at the annual awards presentation function. The Headquarters Office provides the statement to be read at the presentation.
4. The Chair of C464 serves as a member of the CSSA's General Awards Committee.
5. The Chair of C464 submits an annual report as requested by CSSA.

E. Presidential Responsibilities:

1. Appoints new members to replace those whose terms expire and appoints the Chair of the Committee.
2. Cooperates with the Committee in its activities, as appropriate or in response to need.
3. Notifies the Committee directly or via General Awards Chair of all deadlines on award selection, annual report, etc.
4. Receives and takes action directly, or by referring to CSSA Executive Committee and/or Board of Directors, as appropriate, all suggestions and/or recommendations for action from the Committee.

F. Description of Award:

The Crop Science Extension Education Award is presented in recognition of excellence in extension teaching activities in the area of crop science. The award consists of a certificate.

G. Award Criteria:

Educational innovations developed and used successfully in the area of crop science. Effective extension performance as evidenced by demonstrated ability:

- (a) To communicate ideas clearly.
- (b) To influence client attitudes.
- (c) To motivate change in client or audience action.

The focus is on educational contributions of extension crop scientists, industrial crop scientists, or others, whose primary contributions are in teaching or education outside a formal classroom setting.

H. Format for Nominations:

A format guide, approved by the CSSA Board of Directors or Executive Committee, is issued each year. The Chair and committee members shall receive a copy of this guide at the time it is mailed from Headquarters.

I. Eligibility of Nominations:

Nominations for this award are accepted only from individual active members of CSSA. Members of the Executive Committee and members of the award committee are not eligible to submit nominations.

J. Eligibility of Nominees:

Membership in CSSA is not required for this award.

K. Team Nominations:

Nomination of a team is acceptable, provided the following criteria are met: (a) at least one member of the team is a crop scientist; (b) where other disciplines are represented on the team, the crop scientist must have contributed 50% or more to the team effort; (c) only publications where all team members are authors, or honors and awards received by the team, may be listed; individual efforts must be omitted from the team nomination.

L. Scoring or Ranking Procedure:

The Chair and each member of the committee receive copies of each nomination. Using the award criteria as guidelines, each member ranks the nominees in order from 1 to n (the number of nominees). Each member's ranking is conveyed in writing to the Chair, who totals the points received by each nominee. The award recipient is the nominee receiving the lowest score. The Chair may vote in all selection ballots, but the Chair's selections must be made before seeing the selection of the other members. The award need not be presented in a given year if it is judged that the nominees do not meet the criteria.

M. Revising Guidelines or Procedures:

The award committee may recommend changes or revisions relative to criteria, description, selection process of recipients, etc., for this award. The CSSA Board of Directors or Executive Committee must approve all recommendations before said recommendations may be implemented. It is preferable to submit recommendations through the CSSA Awards Chair; however, recommendations may be submitted through the President or directly to the Board of Directors or Executive Committee.

N. Ties and a Deadlocked Committee:

1. The Award Committee is expected to make every effort to break tie votes.
2. If the Award Committee cannot break the tie vote, the Award Committee Chair shall notify Headquarters. Headquarters will reproduce and send copies of the nominations of the individuals involved in the tie to the members of the General Awards Committee.
3. The General Awards Committee will review the nominations and vote. The Chair of the Award Committee in question will also vote but the vote will not be counted unless there is a tie in the vote of the General Awards Committee.