

Guidelines for the A.D. Hopkins Award:

Southern Forest Insect Work Conference

The A.D. Hopkins Award is sponsored by the SFIWC and presented to an individual with an outstanding record of service to Southern forest entomology. The award is presented only in years when 5 of the 7 Award Committee members are in concurrence. Distinguished administration, research, teaching, and extension activities or any combination of these may be involved. The principal criteria for choosing the recipient will be service to Southern forest entomology, which includes any or all the following:

- a. Quality of teaching at undergraduate and/or graduate levels.
- b. Effectiveness of extension activities.
- c. Significance and originality of research and/or administrative contributions.
- d. Contributions to science or other fields, nationally or internationally.

Eligibility of Nominators

Nominations for the A.D. Hopkins Award will be accepted from any individual, except members of the SFIWC Executive Committee or the Award Committee.

Eligibility of Nominees

The nominee should have an outstanding record of service to Southern forest entomology. Members of the SFIWC Award Committee are not eligible for nomination. Any person having received the Award within the past five years is also not eligible. Nominations can only be considered the year of the nomination and the following year. After the second year of consideration, the nomination must be renewed.

Any nomination failing to meet the general requirements stated above or the specific format stated below will be declared ineligible by the Chairman of the Award Committee and returned.

Format

Title: Entitle the document, "Nomination of _____ for the A. D. Hopkins Award."

Nominee: Include the typewritten name, mailing address (with zip code), and telephone number (with area code).

Documentation of Nominee:

1. Professional positions held. Give years, organizations and locations. Give principal duties for each position.

Qualifications of Nominee:

1. Service and extension contributions.
 - a. Training sessions.
 - b. Development of training aids.
 - c. Technical assistance.
 - d. Technology implementation.
2. Professional publications and invitational presentations. List all or the most important publications in terms of literature citation (as in ESA journals). Do NOT send reprints.
 - a. Non-technical papers. Include papers written for general reading by scientists; leaflets, bulletins, magazine articles, and newspaper articles, and magazine and newspaper articles written for the general public.
 - b. Books written.
 - c. Books edited.
 - d. Other publications edited.
 - e. Book chapters.
 - f. Technical papers.
 - g. Invited lectures, seminars and symposia presentations.
 - h. Papers offered and presented and professional societies or trade organizations.

3. Administrative contributions.
 - a. Obtaining financial support.
 - b. Administrations of team making significant contributions.
 - c. Contributions to policy, which affect Southern forest entomology.
4. Teaching contributions.
 - a. List courses taught and when they were offered.
 - b. An evaluation of teaching effectiveness and teaching contributions.
 - c. Graduate students trained, names, and degree received.
 - d. Current graduate students.
5. Grants in research, teaching, or extension. Title only.
6. Honors and awards.
7. Contributions to professional organizations.

Evaluation:

Identify in this section the primary contributions on which the nomination is based. Explain why the nominee is especially well qualified to receive the award. Consideration of the criteria used by the committee evaluating the nomination should be helpful in developing an effective evaluation statement.

Supporting Letters:

Supporting letters should be included, but no more than three (3) supporting letters will be accepted. No single letter should exceed one single-spaced page. The letters are solicited by and are addressed to the nominator. One copy of each letter should be attached to each of the seven copies of the nomination submitted. Members of the Award Committee and members of the SFIWC Executive Committee are not eligible to write supporting letters.

Nomination Procedures

Preparation:

Preparation of the best nomination possible for a distinguished colleague is a compliment to both the nominee and the nominator. It provides the maximum possibility that the nominee will be selected to receive the award. Obtaining the assistance of the nominee in supplying information is encouraged and should improve the accuracy and completeness of the documentation. Clearly identifying and evaluating the nominee's contributions are the most important part of the nomination because the nominee will be ranked primarily on this basis. Nominators should include a brief statement indicating major areas of activity represented in the nominee's position and the percent of the time spent for each (i.e., research, teaching, extension, and/or administration). The weighing placed on the criteria mentioned on page 1 will be based on this information.

Format:

Organize the nomination in order shown in the above format. Type the nomination single-spaced on 8 1/2 x 11" paper. The nomination shall not exceed 4 pages (excluding the supporting letters). Font size should be no less than 10 point and the margins should be a minimum of one inch.

Submission:

Assemble eight complete copies of the nomination, and staple each copy in the upper left corner. Do NOT place the documents in any type of folder. Each copy must contain the nomination papers and one copy of no more than 3 supporting letters. No letter should exceed one single-spaced page. Thus, the total documentation shall not exceed 7 single-spaced pages (4 for the nomination, 1-3 for supporting letters). Mail the 8 copies to:

Dr. G. Keith Douce
The University of Georgia
P.O. Box 748
Tifton, GA 31793

Deadline Date: The deadline for receipt of nominations is July 15th.

Award Committee

The Award Committee shall consist of at least 7 members representing diverse organizational (USDA Forest Service, universities, state organizations, etc.), geographic, and professional (extension, teaching, research, or administrative) backgrounds. The Chair of the SFIWC shall select the Chair of the Award Committee annually, and they shall jointly select the other committee members.

It will be the responsibility of the Chair of the Award Committee to solicit, review, and distribute the nominations. The Chair should insure that each nomination strictly adheres to the above criteria and format. Nominations found deficient or excessive shall be declared ineligible and returned to the nominator. The Chair is also responsible for conducting a vote to determine the Award Committee's choice. A successful nomination must receive a minimum of 5 votes from the committee (not just a majority). If no nominee receives 5 votes after careful deliberation, then no award will be given that year. The Chair will notify all nominators of the outcome of the Committee's deliberations.