April 2018

MEMORANDUM

TO: Deans, Directors and Chairpersons

FROM: Theodore H. Curry II, Associate Provost
and Associate Vice President for Academic Human Resources

SUBJECT: Robert F. Banks Award for Institutional Leadership 2018-2019

The Robert F. Banks Award for Institutional Leadership is given to a member of the Michigan State University faculty, academic staff or support staff in recognition of extraordinary and sustained institutional leadership. Up to one award with a stipend of $3,000 will be conferred.

The recipient of the Robert F. Banks Award for Institutional Leadership will be recognized at the annual Awards Convocation on Tuesday, February 5, 2019, 3:30-4:30 p.m., Pasant Theatre, Wharton Center. The ceremony includes the President’s Founders’ Day remarks. A reception will follow the ceremony.

Faculty, academic staff, support staff, and students are encouraged to submit nominations. Nominees must demonstrate outstanding institutional leadership in formal and informal roles which advance MSU’s commitment to connectivity, quality and inclusion. The award provides acknowledgement of the significant contributions made by Michigan State University faculty, academic staff and support staff in the multiple dimensions and roles to which they are committed.

Nominees not selected for the award may be resubmitted in a subsequent award cycle. Nominators may request feedback by contacting me at 517-353-5300 or thcurry@msu.edu.

See attached for details about the selection criteria and the support materials required to submit nominations. Please forward nominations to: All-University Awards Committee, Provost Office, Hannah Administration Building, Room 430, by Thursday, October 6. NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED. NO EXCEPTIONS.

Please do not hesitate to contact me at 3-5300 or thcurry@msu.edu or Ms. Rundblad at rundblad@msu.edu or 2-1085 with questions.

This memorandum and attachments are at http://www.ahr.msu.edu/all-university-awards.
The Robert F. Banks Award for Institutional Leadership is designed to recognize the commitment and dedication that MSU faculty, academic staff and support staff leaders demonstrate by their extraordinary and sustained efforts. The award was established in honor and recognition of Dr. Robert F. Banks for his 40 years of service to Michigan State University, including seven years as Dean of James Madison College and 28 years as Associate Provost and Associate Vice President for Academic Human Resources.

The award recipient will be recognized at the annual Awards Convocation with an award stipend of $3,000.11

Nominations
All members of the MSU community—faculty, academic staff, support staff, and students—are invited to submit nominations. Nominees must have a record of achievement that demonstrates a continuing and sustained commitment to institutional leadership in formal and informal roles.

A nominee must be a current or retired Michigan State University faculty, academic staff or support staff member. Nominees must have at least five years of service at MSU in a leadership role. Retirees are eligible for up to three years following retirement.

Selection Criteria
Final selection of the Institutional Leadership Award will be made by the Provost based on recommendations made by a broadly representative All-University Awards Committee appointed by the President.

The All-University Awards Committee will review and evaluate nominations based on the following criteria:

- Demonstrated general vision for change that is advanced in a context of University values.
- Evidence of exceptional, sustained leadership in advancing the University’s core values of quality, inclusiveness and connectivity.
- Evidence of fostering partnerships and sharing knowledge across academic and administrative channels.
- Evidence of commitment to University governance which advances priorities in support of the institutional mission.
- Evidence of leadership that results in effective solutions that respect and incorporate the University’s values.
- Advancing leadership by example; mentoring and support of colleagues and nurturing emerging leaders.
- Demonstrated professional service to others above self both within MSU and the community.
- Demonstrated honesty and integrity, ethical and moral leadership.
- Evidence of respect and caring for others.

Winners receive a stipend of $3,000. The Tax Reform Act of 1986 eliminated the general exclusion relating to awards made in recognition of educational or scientific achievement. As a result, all MSU award stipends are now taxable income and subject to withholdings and FICA.
MICHIGAN STATE UNIVERSITY
ROBERT F. BANKS AWARD FOR INSTITUTIONAL LEADERSHIP 2018-2019
(Please complete and include DATA FORM as cover sheet to candidate’s nomination materials).

I. DATA FORM

NOMINEE

Nominee: ____________________________________________

IMPORTANT: PRINT NAME AS IT SHOULD APPEAR ON AWARD CERTIFICATE

Academic Rank (if applicable): __________________________

Title: _____________________________________________

Department(s)/College(s)/MAU(s): __________________________

Date of Hire/Initial Appointment at MSU: __________________________

Date of Retirement at MSU (if applicable): __________________________

Address
(Office): __________________________ (Home): __________________________

__________________________________________

Phone: __________________________ Phone: __________________________

Email: __________________________________________

Is Nominee aware s/he is nominated? □ Yes □ No

NOMINATOR

Nominator: __________________________________________

Academic Rank (if applicable): __________________________ Title: __________________________

Department(s)/College(s): __________________________

Office Address: __________________________________________

Phone: __________________________________________

Email: __________________________________________

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2 Please list joint appointments, listing primary appointment first.
III. BACKGROUND INFORMATION

A. Background information on the nominee:

B. Description of nominator’s association with nominee:

C. Description of the leadership role:
TIPS FOR WRITING DRAFT CITATIONS
(Use this outline as applicable to the award)

IMPORTANT:
Please print name as it should appear in the awards brochure.

K The citation will be printed in the program booklet. The citation should be an accurate statement of the person's achievements, but it should also be:

Distinctive. The citations should reflect an honoree’s distinction; a relevant tidbit about the person (as opposed to the person's achievements) is helpful-e.g., "An advisor who is also broadly versed in music, literature, and the fine arts, Ms. X."

Creative. Search for unusual and descriptive adjectives, varying cadences and turns of phrase.

Easily understood by a lay audience.

K A quotation from a student (or a colleague) from the material submitted adds human interest to the citation. Such quotations should be specific rather than general. “One of the most important things Ms. X communicates is her conviction that service in a University can be the heart of an honorable way of life.” Ix preferable to "She was the best advisor I've ever had.” Don't overlook humorous quotations.

K Although following this outline slavishly is not necessary (especially if you are feeling particularly creative); the citations usually take the form below. Keep in mind that each item can only be several sentences long at most.

I. Statements of the person's area of expertise and overall significance of the person's contributions/achievements to the world/the University, especially across disciplines. How far does her/his influence reach? State? National? International? Public/private sector? What constituent groups?

II. Specific ways in which her/his excellence has been evidenced. Undergraduate, graduate, or both. Extension. Advancing diversity. Textbooks and curriculum development. Student advising and mentorships. Where do students go after MSU? Support of funding for equipment or scholarships.

III. Specific evidence of scholarship and contributions to other areas of the University’s mission such as research. Avoid citing numbers of things unless they are really phenomenal. Instead, cite capstone examples. Use layperson's terms where possible, and cite the usefulness or results of the person's work in their largest context. Grants, professional societies, and awards are appropriate here, but only the most significant.

IV. Other - Professional affiliations, consulting service/outreach. MSU committee service. Again, use only the most significant examples.

V. Summary sentence of the person's worthiness for the award.
ELIZABETH H. SIMMONS

Elizabeth H. Simmons came to Michigan State University with credentials that already included an international reputation in theoretical particle physics and national recognition for her support of underrepresented groups in the sciences, especially women. Not only has she continued to enhance her reputation in these endeavors, but she has also excelled as an administrator. Dean Simmons led Lyman Briggs from a school within the College of Natural Science back to its original status as an independent residential college, one of three such colleges at Michigan State University. The transition required working effectively with other administrators, in addition to students and faculty, in science and nonscience disciplines across campus. Dean Simmons accomplished this difficult task with such skill that her leadership was recognized and applauded by everyone involved. The Lyman Briggs College has flourished.

After earning her Ph.D. at Harvard University, Dean Simmons worked as a tenured associate professor at Boston University. Among the awards she has received for her research and academic accomplishments are a National Science Foundation CAREER Award, a U.S. Department of Energy Outstanding Young Investigator Award, and a Teacher/Scholar of the Year Award from Boston University. Dr. Simmons was elected a fellow in the American Physics Society in 2002, has received an impressive number of grants and engaged actively in publishing, and is regularly invited to speak around the world.

Among her many activities in support of women in science, Dean Simmons founded a program to encourage high school girls to pursue studies and careers in STEM (science, technology, engineering, and mathematical) fields. Students appreciate her availability and willingness to participate in the many activities they are encouraged to initiate.

Dean Simmons has an extraordinarily full home and campus life. She places a strong emphasis on a healthy work–life balance, which is greatly appreciated by Briggs’ faculty and staff and leads to an extraordinarily high level of morale. Her commitment to excellence and her professionalism make those around her better scholars and better people.

For her broad spectrum of activities leading to excellence and inclusivity on campus and beyond, MSU honors Elizabeth H. Simmons with the Robert F. Banks Award for Institutional Leadership.
MICHIGAN STATE UNIVERSITY
ROBERT F. BANKS AWARD FOR INSTITUTIONAL LEADERSHIP

CHECKLIST

ONE COPY. The copy must be readable when scanned. NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED. THERE WILL BE NO EXCEPTIONS. Please arrange materials in the following order:

☐ I. Completed DATA FORM (page 3).

☐ II. STATEMENT OF NOMINATION (No more than three (3) pages) must include the following information:
   A. Description of the significance and value of the leadership contributions.
   B. Evidence of the nominee’s long-term commitment to and fulfillment of all applicable selection criteria (page 2).

☐ III. BACKGROUND INFORMATION (page 4)
   A. Background information on the nominee.
   B. Description of the nominator’s association with the nominee.
   C. Description of the nominee’s leadership role.

☐ IV. LETTERS OF SUPPORT (At least three (3) but no more than five (5)).
Letters written by faculty, academic staff, support staff, students, or other individuals either inside or outside the University are accepted and should describe how the nominee’s specific contributions relate to the selection criteria for the award (see page 2 for criteria).

☐ V. CURRENT CURRICULUM VITAE.

☐ VI. CITATION. Please enclose a citation of approximately 325 words to appear in the awards brochure if the nominee is selected. Be sure to list nominee’s name as s/he wishes it to appear in the awards brochure and be sure to list joint appointments, with the primary appointment listed first. (See tips on page 5 and samples on page 6.)

"Winners receive a stipend of $3,000. The Tax Reform Act of 1986 eliminated the general exclusion relating to awards made in recognition of educational or scientific achievement. As a result, all MSU award stipends are now taxable income and subject to withholdings and FICA."