

December 6, 2016

MEMORANDUM

TO: WVU Faculty and Staff

FR: Joyce E. McConnell
Provost & Vice President for Academic Affairs



RE: 2017 ETHEL & GERRY HEEBINK AWARD FOR DISTINGUISHED STATE SERVICE

Please find attached the announcement for the 2017 Ethel & Gerry Heebink Award for Distinguished State Service. This information may also be accessed at the WVU Faculty Development website at <http://wvufaculty.wvu.edu/opportunities>.

The original Heebink Award continues to be a means of recognizing a faculty or staff member who has provided distinguished service to West Virginia over an extended period of time. This award provides \$3,000 in professional development support.

In 1992, Dr. David Heebink created a second Heebink Award for those faculty and staff who have provided significant service to West Virginia for a less extended time period (Beginning Service). This more recent award provides \$2,000 in professional development support. **Nominations for this award are solicited during alternate years and are appropriate for the present (2016-2017) cycle.**

All nominations for the Heebink Award for Distinguished State Service (Extended Service or Beginning Service) will be accepted until 4:45 p.m. on Tuesday, January 31, 2017. I encourage you to take advantage of this opportunity to recognize and reward those giving exceptional service to the State of West Virginia, and to bring it to the attention of the appropriate individuals as you see fit. If you need additional information, please contact Dr. C. B. Wilson, Associate Provost for Academic Personnel or his assistant, Donna Pancoast, at 304-293-2021.

Thank you.

attachment

c: Lisa Martin, Staff Council

ACADEMIC AFFAIRS
RESEARCH
EXTENSION & PUBLIC SERVICE
INFORMATION TECHNOLOGY

PO Box 6203 | Stewart Hall
Morgantown, WV 26506-6203
■ 304.293.7554

**THE ETHEL & GERRY HEEBINK AWARD FOR
DISTINGUISHED STATE SERVICE
2017**

ABOUT THE AWARD

Gerry Heebink was an Extension dairyman for the WVU Agricultural Extension Service from 1935 until his death in 1956. Ethel Heebink taught English at WVU for several years after World War II. In 1982, their son David created a memorial fund to reward exemplary service to the State of West Virginia by faculty and staff of the University. This award continues to be a means of recognizing a faculty or staff member who has provided distinguished service to West Virginia over an extended time period. This award provides an honorarium of \$3,000 in professional development support.

In 1992, David Heebink created another award (Beginning Services) for those faculty and staff who have provided significant service to West Virginia for a less extended time period. The service records of these persons should be characterized by significant impact and the promise of additional significant service contributions. This award provides an honorarium of \$2,000 in professional development support. **Nominations for this award are solicited during alternate years, and are appropriate for the present 2016-2017 cycle.**

ELIGIBILITY

Current full-time employees of WVU are eligible. Nominees for an extended service award will normally have a record of at least eight years in length; the beginning service award would be appropriate for records of shorter duration.

A recipient of either Heebink award may be eligible for consideration again in the seventh year after receipt of the first award.

CRITERIA

Criteria for Award Recognizing an Extended Service Record

1. Educational and public service activity, which extends beyond a traditional classroom setting.
2. Evidence of exceptional, sustained service from the University to the State, for the time period described above.
3. Special benefit to a broad segment of the population of the State of West Virginia.
4. Work that is well regarded by WVU peers and non-WVU community.
5. Effective use of WVU physical and human resources.
6. Evidence of a commitment by the employee to remain at the University.

DEFINITION OF SERVICE

Distinguished state service may be defined as activities in which the nominee uses the unique resources of the University and the expertise of its faculty, faculty-equivalent personnel, and staff to create alternative learning environments or experiences in settings other than the traditional classrooms and research laboratories for individuals, the general public, local and state governments, or special interest groups. Examples of alternative learning experience provided by the University in response to public needs and/or problems in the state include, but are not limited to, extension and continuing education workshops, short

courses, off-campus non-credit education, individual and departmental consultancies, radio and TV programming, community/public programming, and publications for the general public or client group.

Although nominees may have also provided significant service to the region and nation, in reviewing nominations the Selection Committee places primary emphasis on service to West Virginia.

NOMINATION PROCEDURE

The Selection Committee requires that each nomination be endorsed by three to six individuals on the enclosed Nominators' Form. Each nomination should be accompanied by the following:

1. Nomination form (attached).
2. Nominators' form (attached).
3. A statement of a maximum of four non-reduced, double-spaced pages from the nominee or a nominator which:
 - a. Summarizes the nominee's service activities benefiting the State and explicitly describes how those activities meet the criteria for the award. It is suggested that each of the six criteria listed above be dealt with specifically in this summary.
 - b. Indicates explicitly whether the nominee is a candidate for the award for a record of extended service. This should be confirmed on the Nomination Form.
 - c. Describes the specific activities, which serve as the basis for the nomination.
 - d. Describes the ways in which those activities go beyond the nominee's performance of a routine job assignment.
4. Letters of recommendation from *three to five individuals* of no more than two non-reduced single-spaced pages in length. The letters should specifically address the criteria for the award. Recommendation forms, which may be used for this purpose, are attached. The letters may be, but need not be, written by the same persons who nominate the individual. Letters should be addressed to or gathered by the first person listed on the nominators' form.
5. A current curriculum vitae for the nominee of no more than four non-reduced pages in length. The vitae should emphasize the ways in which the nominee has provided service to the State.
6. A description of the nominee's current responsibilities at WVU.

Each of these **six items** must be included in order for a nomination to be considered by the Selection Committee.

Nominators are requested to submit an original and one photocopy unstapled nomination dossier in yellow file folders, and not to use notebooks, binders, or plastic page covers.

Nominees should be advised by the first person listed on the nominators' form that they are being nominated for this award. In most instances, the nomination dossier can be strengthened through the participation of the nominee in its development.

If additional information about the nomination is needed, the first person listed on the nominators' form will be contacted by the support person who staffs the Selection Committee.

DEADLINE FOR RECEIPT OF ALL NOMINATION MATERIALS

Please send the completed nomination materials to:

Heebink Selection Committee
c/o Donna M. Pancoast
West Virginia University
Office of the Provost
210 Stewart Hall
P.O. Box 6203
Morgantown, WV 26506-6203

The materials must be received by 4:45 p.m. on **Tuesday, January 31, 2017**. If additional information is needed, please call 304-293-2021.

THE ETHEL & GERRY HEEBINK AWARD FOR DISTINGUISHED STATE SERVICE

2017 Award for a Record of Extended Service

NOMINATION FORM

(You may save this document to your hard drive and type directly on it.)

To be eligible for consideration, the nominee must meet the criteria and definition of service as outlined on pages one and two. Accurate and complete submission of this form is the responsibility of the individuals making the nomination. If additional information is needed, the first person on the Nominators' Form will be contacted. Nominations must be submitted in time to be received no later than 4:45 p.m. on **Tuesday, January 31, 2017**, to:

Heebink Award Selection Committee
c/o Donna M. Pancoast
Office of the Provost
West Virginia University
210 Stewart Hall
P.O. Box 6203
Morgantown, WV 26505-6203

NOMINEE:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CURRENT POSITION AT WVU: _____

MAJOR CATEGORIES OF RESPONSIBILITIES WITHIN CURRENT POSITION, E.G., PERCENTAGE OF TIME DEVOTED TO SERVICE, ADMINISTRATION, TEACHING, RESEARCH, ETC.:

YEAR OF INITIAL EMPLOYMENT AT WVU: _____

THE ETHEL & GERRY HEEBINK AWARD FOR DISTINGUISHED STATE SERVICE
2017 Award for a Record of Extended Service
NOMINATORS' FORM
(You may save this document to your hard drive and type directly on it.)

 Nominee's Name

A. We certify that the information presented is accurate and complete to the best of our knowledge and that the nominee meets the requirements for award consideration.

1.	_____	_____
	Signature	Typed Name

	Title & Relationship to Nominee	

	Address & Phone Number	
2.	_____	_____
	Signature	Typed Name

	Title & Relationship to Nominee	
3.	_____	_____
	Signature	Typed Name

	Title & Relationship to Nominee	
4.	_____	_____
	Signature	Typed Name

	Title & Relationship to Nominee	
5.	_____	_____
	Signature	Typed Name

	Title & Relationship to Nominee	
6.	_____	_____
	Signature	Typed Name

	Title & Relationship to Nominee	

B. The five (5) letters of recommendation attached may be, but need not be, from individuals who are serving as nominators. Letters should be single-spaced and no more than two non-reduced pages in length. ("Relationship", as used below, refers to a collegial or professional relationship.)

1.	_____
	Typed Name, Title, and Relationship to Nominee
2.	_____
	Typed Name, Title, and Relationship to Nominee
3.	_____
	Typed Name, Title, and Relationship to Nominee
4.	_____
	Typed Name, Title, and Relationship to Nominee
5.	_____
	Typed Name, Title, and Relationship to Nominee

THE ETHEL & GERRY HEEBINK AWARD FOR DISTINGUISHED STATE SERVICE

2017 Award for a Record of Extended Service

FORM TO SOLICIT LETTERS OF RECOMMENDATION

(You may save this document to your hard drive and type directly on it.)

The following form may be used to solicit letters of recommendation for those nominated for the Heebink Award. Use of the form assumes the recommender has already been contacted and agreed to provide a recommendation. (The letters of recommendation should be forwarded to the person organizing the nomination packet.)

_____ has been nominated for the **ETHEL & GERRY HEEBINK AWARD FOR DISTINGUISHED STATE SERVICE** (Extended Service) of West Virginia University. In writing a letter of recommendation for this person, please address the following criteria, which are relevant, given your involvement with this nominee. Your recommendation letter is to be no more than, two non-reduced single-spaced pages. You may begin your letter on this form or attach separate sheets. Your letter should be forwarded to _____

(Name)

at _____ by _____.

(Address)

(Date)

Criteria for Award Recognizing Extended Service Record

1. Educational and public service activity, which extends beyond a traditional classroom setting.
2. Evidence of exceptional, sustained service from the University to the State, for the time period described above.
3. Special benefit to a broad segment of the population of the State of West Virginia.
4. Work that is well regarded by WVU peers and non-WVU community.
5. Effective use of WVU physical and human resources.
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