

**A442.5 FRANK D. KEIM OUTSTANDING UNDERGRADUATE SENIOR AWARD COMMITTEE**

A. Status: Special Committee

B. Composition and Tenure:

The Committee consists of the Chair, Chair-Elect, and Past Chair of the National Student Advisory Committee.

The term of office for members is three years.

The Past Chair of the National Student Advisory Committee shall serve as Chair of the Committee.

C. Functions:

1. To encourage nominations for the Fellowship.
2. To become familiar with the Guidelines and Procedures for the fellowship and to be responsible that all applications fulfill the required criteria of eligibility for the fellowship.
3. To evaluate applications and to select the most outstanding applicant for the fellowship.

D. Procedure:

1. The ASA Headquarters Office distributes the applications to the Committee members and advises them of the scoring or ranking to be followed. The Chair transmits any special instructions to members.
2. The Chair of the A442.5 Committee reports the results of the Committee's selection process to the General Awards Chair.
3. The Chair of the A442.5 Committee serves as a member of the Society's General Awards

Committee.

1. The Chair of the A442.5 Committee submits an annual report as requested by the Society.

E. Presidential Responsibilities:

The ASA President:

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 the General Awards Chair of all deadlines on award selection, annual report, etc.
4. Receives and takes action directly, or by referring to the ASA Executive Committee

and/or Board of Directors, as appropriate, all suggestions and/or recommendations for action from the Committee.

F. Description of Fellowship:

The purpose of this Fellowship is to enhance the National Agronomy Student Recognition Program and to honor the late Frank D. Keim who, through his academic advising and work, has had impact on students from around the world. One \$2,500 Fellowship will be presented in a given year. Funding is administered through the Agronomic Science Foundation and the Fellowship selection process is administered through the American Society of Agronomy.

G. Eligibility Requirements:

Criteria for the Fellowship include the following

1. Academic excellence (50%)
2. Leadership activities (35%)
3. Future plans related to Agronomy profession (15%)

H. Format for Applications:

A format guide, approved by the 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. Scoring or Ranking Procedure:

Each member of the committee ranks the applicants in order from 1 to n (the number of applications). Each member's ranking is conveyed in writing to the Chair, who totals the points received by each. The Fellowship recipient is the applicant receiving the lowest score. The Chair may vote, but the Chair's selections must be made before seeing the selection of the other members. The Fellowship need not be presented in a given year if it is judged that the applicants do not meet the criteria.

J. Revising Guidelines or Procedures:

The Fellowship Committee may recommend changes or revisions relative to criteria, description, and selection process of recipients, etc., for this Fellowship. All recommendations must be approved by the ASA Board of Directors or Executive Committee before said recommendations may be implemented. It is preferable to submit recommendations through the Society Awards Chair; however, recommendations may be submitted through the President or directly to the Board of Directors or Executive Committee.

K. Ties and Deadlocked Committee:

1. The Fellowship Committee is expected to make every effort to break tie votes.
2. If the Fellowship Committee cannot break the tie vote, the Fellowship Committee Chair shall notify Headquarters. Headquarters will reproduce and send copies of the applications of the individuals involved in the tie to the members of the General Awards Committee.
3. The General Awards Committee will review the applications 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.