

# *Guidelines for the Nomination and Selection of the Dr. Jeffrey Fox Award*

Updated 18<sup>th</sup> March 2008

Since 2000, the Fox Award has been given annually to a meritorious graduate student in the Department of Pharmaceutics and Pharmaceutical Chemistry in honor of former faculty member Dr. Jeffrey Fox – in memoriam for his dedication and service to the department. “[Dr. Fox] will be remembered by faculty colleagues and many former undergraduate and graduate students as an extremely devoted and caring professor. He was a warm and decent person, quick to share his vast knowledge in the field of pharmaceutics and help those who asked him for help.” The award is intended to recognize an outstanding graduate student based on the recommendation of his or her peers. The award recipient will be selected based not only on academic merit, but also on service to the Department, the University, and to fellow students. The following is a set of guidelines for the nomination of students, nominee responsibility, and the award selection process.

## **A. Nominations**

1. Any student in good academic standing in the department may nominate **one** student for the award (self nominations **are** accepted).
2. After initial department notification, students will have **one week** to complete and close nominations. Nominators should write a one-paragraph summary of the nominee’s achievements emphasizing the following:
  - i. Academic Achievement
  - ii. Service to the Department and University
  - iii. Service to Fellow Students
3. Clear evidence of service to the department, university, and fellow students is of utmost importance in receiving this award. Please be mindful of these qualities when selecting and supporting a nominee.
4. Nominations must be sent by e-mail to any member of the current SAC within the one-week nomination period.
5. The current SAC Chair is **not** eligible for nomination.

## **B. Nominee Responsibility**

1. All nominees will be informed by SAC within 2 days of the nomination period.
2. Each nominee will prepare a one-page personal statement elaborating their performance and qualifications in regards to the criteria mentioned in part A2 above.
3. Nominees will have **one week** from time of notification to complete the personal statement and submit it to a current SAC member.
4. Failure to submit a nominee’s personal statement will void the nomination.

### C. Selection Process

1. Personal statements from all nominees will be sent to all current students and faculty of the Department.
2. After reading the personal statements and carefully considering each candidate, students will have **one week** to vote.
3. Each student may vote for **one** candidate. All votes must be sent by e-mail to the current SAC Chair.
4. Based on voting results of the student body, the top three nominees will be evaluated by current SAC members. SAC will consult with the department faculty to select the final recipient.
5. Final selection will be based on the following criteria: publications, presentations, conference attendance, service at the department, university, national, and international level, academics, volunteer work and any additional qualifications. Service in all forms is central in the decision.
6. In the event of a tie, multiple awards can be given at the discretion of the SAC and faculty agreement.
7. The Fox Award will be presented during a department seminar during the semester and the candidate must be present to receive the award.