

**The Southwest Academy of Management's  
Distinguished Educator Award**

**Selection Criteria**

1. The nominee must be an individual that teaches, conducts and and/or serves in the Management field. (Required)
2. The extent to which the nominee has demonstrated that s/he is an exceptionally talented professor in the classroom.
3. The extent to which the nominee has been involved in the development, dissemination, and implementation of significant pedagogical innovations.
4. The extent to which the nominee has been effective at mentoring and developing SWAM graduate students and faculty.
5. The extent to which the nominee has demonstrated a sustained record of support to SWAM through roles such as a program reviewer, program participant (discussant, session chair, and/or paper presenter), track chair, officer or etc.

**Nominees are not eligible if:**

1. They are currently a SWAM officer (President, President elect, Program Chair, Program Chair elect, Rep-At-Large, Secretary, Treasurer, Newsletter Editor, Historian, Proceedings Editor or Webmaster)
2. They are former recipients of the award.

**Other Notes**

1. We reserve the right not to give an award in any given year if there are no suitable nominees.
2. Preference for this award is given to currently active SWAM members.
3. Winners are expected to sustain their involvement with SWAM for several years with winners presenting a session at the annual SWAM meeting the year after they receive the award.

**Nomination Package**

A nomination package should contain the following minimum materials

1. A letter of nomination (can be either a self nomination or the nomination from a third party) containing a detailed summary of the nominee's teaching, research, and service accomplishments, and his or her contributions/involvement with SWAM.
2. A complete professional vita for the nominee.
3. A summary of the nominee's teaching, research, and service awards received
4. In addition to the letter of nomination, at least 3 recommendation letters from colleagues and/or students, at least one of whom should be a SWAM member.

**Nomination Process and Procedures**

1. The President of SWAM shall email a Call for Nominations to current and former member of SWAM on or about August 15<sup>th</sup>.
2. The selection committee will be chaired by the senior Representative-At-Large and will consist of the Representatives-At-Large. However, the SWAM President may, but is not required,

- appoint the chair or other committee member in cases where a Representative-At-Large cannot fulfill this duty.
3. The chair of the committee will contact the other members of the selection committee, and collect and distribute all nomination materials to the selection committee; once the deadline for nominations has passed, the chair of the selection committee shall send the completed nomination packages to the judging committee.
  4. The judging committee shall consist of the previous winners of the award, starting with the most recent winners, until at least three winners have been named at which point the committee shall have been formed. No previous winner who has nominated a nominee, submitted a letter of recommendation for a nominee or has otherwise been involved in the nomination of any of the candidates shall serve on the judging committee.
  5. September 30<sup>th</sup> is the deadline for submitting completed nomination materials (the selection committee chair reminds the nominating individuals and the nominees to be sure that the nomination packages are complete). The nomination packages may be submitted electronically and do not have to be in one email.
  6. The chair of the judging committee will notify the Program Chair of the winner for the award no later than October 30<sup>th</sup>.
  7. The award will be given out at the annual SWAM conference

**Note: This is NOT a Distinguished Service Award**