

MD/DC/VA Section Service Award

Proposal

Proposal Committee: Amy Shell-Gellasch, Adrian Rice, Leigh Lunsford, Kathleen Shannon.

This proposed award is for outstanding service to the profession and will be given annually at the MD/DC/VA Section fall meeting. The award will come with a certificate and citation published in MAA on-line, the section website and the MD/DC/VA section newsletter.

It is proposed that this award will be named the Sister Helen Christensen Service Award, in honor of her lifetime of service to mathematics education and the section.

Award Criteria: Individuals who receive this award must work or volunteer in the MD/DC/VA section, be a current member of the MAA and be deserving of recognition for service above and beyond expectations. Service (defined as volunteer or paid work that promotes mathematics and the teaching of mathematics) may include, but is not limited to:

- Service to one's department and institution
- Work with students beyond expected teaching duties
- Work with teachers
- Service to the section
- Service to the MAA
- Service to other mathematical or teaching organizations
- Service to the community
- Outreach

Nomination Procedure:

- The call for nominations will go out via the section email list, website and the newsletter in the spring.
- Nominations will be accepted until June 30th.
- Any member of the section, not on the section service award committee, may nominate any other member of the MAA who is not on the section service award committee. The nomination will consist of a brief letter outlining why the nomination is being made and listing major service performed by the nominee. If the nominator feels it is necessary, s/he may indicate what form of additional documentation would be available should the committee request it.
- Nominations will be retained by the section service award committee for a period of three years or until the nominee leaves the section or receives the award, whichever is shorter.

Award Determination:

A section service award committee consisting of five section members will review nominations each summer and early fall (new nominations plus retained nominations from the previous two years). The committee will request additional documentation if (and only if) they deem it necessary to make a

determination. Special consideration will be given to active section members and individuals with multiple nominations. The committee will attempt to come to a consensus on which nominee is most deserving. If consensus cannot be met the following procedure will be used to choose a recipient:

1. Each nominee will be considered independently and if at least four of the five members of the committee feel there is sufficient merit in the nomination and/or their own knowledge that in the absence of other nominations the nominee would be deserving of the award, then s/he will remain in the pool for consideration.
2. Each member of the committee will have $V = \text{ceiling}[n/2]$ votes where n is the number of nominees remaining in the pool.
3. Each member may distribute his/her votes among the nominees in any manner s/he chooses – that is, s/he may place all V on the candidate s/he thinks is most deserving; s/he may use one vote for each of V candidates or s/he may distribute them any other way.
4. The nominee with the most votes receives the award. In the event of a tie, two awards may be given. In the unlikely event that there is a more than 2 way tie, the committee will develop a simple voting procedure to choose one or two recipients.

Section Service Award Committee:

The section service award committee will have five members and will consist initially of the proposal committee appointed at the fall 2012 section meeting and one additional person appointed by the section executive committee before the spring 2013 meeting. Initially the committee chair will be Amy Shell-Gellasch. Hereafter, each fall, after the award has been given, at least one or two members of the committee (to be determined later) will retire and (a) new member(s) will be appointed for a three year term by the section executive committee well before the following spring section meeting. Before the spring section meeting, the next chair of the committee will be elected by the committee members. All award nominations will be sent to the committee chair and the chair will report the award recipient(s) to the section chair at least one month before the next fall section meeting. This is summarized in the timeline below.

Timeline:

- Initial Process
 - Before spring 2014 section meeting: Executive Committee appoints additional member to the section service award committee, Amy Shell-Gellasch will act as chair
 - Call for nominations in spring 2014 newsletter, at spring 2014 section meeting, via section mailing list, website, etc.
 - Nominations due to the committee chair by June 30, 2014.
 - Summer 2014 and early fall 2014: Section service award committee determines award winner(s) at least one month before the fall 2014 section meeting and committee chair communicates the award winner(s) to the section chair.
- Repeated Process (starting with fall 2014, then repeat with fall 2015/spring 2015, etc.):

- By fall 2014 section meeting: At least one or two members of the committee rotate off the section service award committee.
- Section service award given at fall 2014 section meeting.
- Fall 2014 section meeting: Executive Committee appoints replacement section service award committee member(s) for those who have rotated off the committee.
- Fall 2014 after or at section meeting after new committee members have been appointed: Before the call for nominations goes out the section service award committee elects a new chair. The current section service award committee chair will facilitate this process. A current or previous section service award committee chair may be reelected.
- Call for nominations in spring 2015 newsletter, at spring 2015 section meeting, via section mailing list, website, etc.
- Nominations due to the section service award committee chair by June 30, 2015.
- Summer 2015 and early fall 2015: Section service award committee determines award winner(s) at least one month before the fall 2015 section meeting and committee chair communicates the award winner(s) to the section chair.