Academy of Community Engagement Scholarship

Guidelines for Nominators and Reviewers

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# Academy of Community Engagement Scholarship

The Academy of Community Engagement Scholarship was formed in 2012 by a group of leaders from universities and professional associations in the United States and Canada. Invited to participate by officials from North Carolina State University, and led by Patricia Sobrero, these individuals formed a working think tank that explored the purposes and value of forming an Academy.

# Who deserves to be nominated for ACES?

The mission of ACES is to provide expertise to policymakers, higher education institutions and organizations, community leaders, and national and international entities interested in addressing complex societal issues through the effective engagement of higher education with community members and organizations. Our work contributes to policy development, identification and dissemination of evidence-based practices, and advancing high impact community engagement scholarship. This work is accomplished by recognizing individuals who have worked collaboratively with others to make significant contributions to advancing collaboration between educational institutions and communities, and engaging these individuals in high priority activities and projects that further advance community engagement theory, policy, and practice.

How do I decide if my nominee is eligible? First take two simple steps: 1) Review the list of previous recipients to obtain a benchmark for the quality of the contributions of these recipients. 2) Make sure that the contributions of your nominee(s) satisfy the description of the award.

If you think your nominee:

* Participates in community engagement scholarship that focuses on ideas and raises questions that are important to communities and educational institutions where the activities are done in a mutually beneficial, collaborative manner;
* Achievements include the co-creation of significant, creative, original, and conceptually-guided engagement through globally and locally relevant activities that systematically advance practice, teaching and learning, and/or research;
* Community engagement scholarship is documented, publicly shared, and reviewed through various mechanisms, including: presentations, publications, professional practice, creative works, and the news media.

Then please nominate! Nominees can be members of an educational institution such as a community college or university; members of a community organization such as a non-profit organization or faith-based organization; members of public organizations such as schools or government, for profit businesses or industry, government.

# Who can nominate?

Any ACES member, founder, or board member in good standing may nominate an individual. Nominations may also be made by major supporting organizations, which shall be identified annually by the Board of Directors.

1. Individuals shall be nominated in accordance with processes and procedures as prescribed by the Board of Directors.
2. Individuals may not self-nominate.
3. Nominations are received on an annual basis.
4. Nominators and referees are requested to maintain confidentiality with regard to those being nominated for membership in ACES.
5. Nominees shall agree to a) the nomination, b) the roles and responsibilities of a member, c) attendance at the induction ceremony, when possible, should s/he be elected to ACES.

# What are the terms of membership?

Following election, membership shall be for life provided that all conditions of membership are met.

Active Members have the following rights and responsibilities:

to vote on ACES matters;

to serve as a Director, Officer, or Chair of a standing committee;

to serve on all committees;

to nominate candidates for membership;

to attend the annual meeting and regular and special meetings of the membership; and

to receive normal communications regarding ACES matters.

# How do I write a compelling nomination?

First read through the nomination guidelines and nomination form. Think about your nominee and the following three areas:

* Contributions to the field of community engagement scholarship
* Collaborative work that that includes higher education and community partners and generates significant impact
* Capacity for and willingness to participate in ACES

Now create a list of specific and concrete examples for how your nominee is outstanding in each of these areas. Avoid stating that she or he is outstanding. The reviewers will want to see specific examples of meaningful contributions to community engagement scholarship and the impact of his or her contribution on the community and higher education. Consider the following:

* Contributions to the field of community engagement scholarship.

In this section you might focus on the actual contributions to the field of community engagement scholarship. Talk about the types of contributions your nominee has made. This would include examples of the documentation products in which your nominee was involved. What did your nominee contribute to our understanding of mutually beneficial partnerships. What was the scale of the involvement in the work and is the involvement ongoing or completed.

* Collaborative work that generates significant impact. The focus here is on two areas: collaborative work and impact.
  + For collaborative work, provide evidence of collaboration between the community(ies) and educational institution(s)—how did the nominee work with, inform, negotiate, lead and/or co-lead the scholarship? What roles did the nominee play? If it is research based then what research steps was the nominee involved with and how.
  + For impact, how has the scholarship affected others and/or the issues being explored at the community and educational institution levels? Did the scholarship result in, for example, policy changes? Can you provide descriptions and/or testimony about the perception of others regarding intangible effects? Can you provide examples of economic and social returns, cultural enrichments, and/or quality of life indicators? Is there instrumental impact such as influence on legislation, examples of changed behaviors, modified services; is there conceptual impact such as contributions to theory, knowledge development; is there capacity impact such as increasing the power bases of our communities
* Capacity for and willingness to participate in ACES
* One focus is on capacity to participate. This might be explained by prior leadership activities s/he undertaken in other organizations and could undertake in ACES, the skills s/he possesses that could benefit a organization like ACES, ideas about how s/he could contribute through the board or a subcommittee, how the nominee could assist in the identification of issues, and/or how the nominee might bring a different perspective?
* The second focus is on willingness to serve and this is demonstrated through your nominee’s signature on the cover page of the nomination.
* Supporting materials

When you consider content for the supporting materials relevant to the three areas, try to provide different perspectives on the achievements of your nominee. Avoid using the supporting materials to simply repeat what you have said in your nomination. If you are including letters of support, make sure they are written by someone who knows first hand about the impact of your nominee. Ask the author of such letters to provide specific examples, not just statements of support.

# What precautions should I take?

Reviewers can only judge the nominee based on the information you provide. Don’t depend on a reviewer’s knowledge of your nominee—your nominee’s merits are based on the story you are telling!

Have a colleague critically review your nomination before completing it.

Ask ACES Nominating Committee co-chairs Nancy Franklin ([nancy@franklinsolutions.consulting](mailto:nancy@franklinsolutions.consulting)) and Beth Velde ([veldeb@ecu.edu](mailto:veldeb@ecu.edu)) to clarify any areas you are unsure about.

# Ready to nominate?

Read the nomination packet

Give yourself time to adequately prepare the nomination

Ask for your nominee’s resume and use it to identify examples for the 3 areas

Ask your nominee to highlight the resume contents that are relevant to this nomination (could use a highlight color or asterisk, make sure there is a legend that will tell the reader what method was used)

Talk with your nominee and find out specifics of his/her engagement scholarship

Gather your evidence for the three areas and the supplemental materials

For each area consider using an introductory sentence that highlights your nominee in the area and a closing sentence that emphasizes your nominee’s qualifications

Gather letters of support if you are including them

Follow the directions regarding length and format, if you do not, your nomination will not be reviewed

Proofread—spelling and grammar errors may negatively impact the review.

# What is the timeline for 2016?

Timeline for 2016:

* Solicit Nominations –March and April, 2016
* **Deadline for Completed Nominations May 6, 2016, 5:00 PM**

**Nominations should be submitted via email to:** ACES Nominating Committee co-chairs Nancy Franklin ([nancy@franklinsolutions.consulting](mailto:nancy@franklinsolutions.consulting)) and Beth Velde ([veldeb@ecu.edu](mailto:veldeb@ecu.edu))

* Review of Nominations –May 6, 2016-June 1, 2016
* Board Considers Recommendations –June 2016
* Letter of Invitation – June 20, 2016
* Annual ACES Awards [IARSCLE Conference](http://www.researchslce.org/conferences/) in New Orleans September 26-28, 2016

# How will I know if my nominee was elected?

The Chair of the Nominations Committee and/or appropriate ACES Board member will notify each nominee in writing with a copy to the nominator, immediately following election.

Each person elected to membership must accept the invitation, in writing, within sixty days of the date of election. The results of the vote will be announced during the Annual ACES Meeting.

Each nominee not elected to ACES shall receive a letter congratulating her/him on the nomination and thanking him/her for contributions to community engagement scholarship.

# Who do I contact for questions?

ACES Nominating Committee co-chairs Nancy Franklin ([nancy@franklinsolutions.consulting](mailto:nancy@franklinsolutions.consulting)) and Beth Velde ([veldeb@ecu.edu](mailto:veldeb@ecu.edu))

**ACES Nomination Form 2016**

**Format:** *(12pt. Arial, double-spaced, margins 1")*

**DEMOGRAPHIC INFORMATION**

Person being nominated

-        Name

-        Position or title/role in community

-        Organization/University affiliation

-        Address

-        Email

-        Phone number

I have read and understand the roles and responsibilities of an ACES member. I am willing to be actively involved with ACES projects and I will make every effort to attend the induction ceremony if I am elected to ACES.

Signature of Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person doing the nomination (Must be ACES member, board member or supporting organization representative annually identified and notified of supporting organization status by the ACES board)

-        Name

-        Position/title

-        Organization/University affiliation

-        Relationship/connection/how do you know nominee

-        Address

-        Email

-        Phone number

Role of nominator: please mark all that apply

* ACES member
* ACES board member
* Supporting Organization Representative

**NARRATIVE**

**I.** I**n 400 words, summarize the nominee’s contributions to the field of community engagement scholarship** (see definition in introduction). [40 points]

1.   Describe how the nominee has contributed to the field of community engagement scholarship. For example what products did s/he contribute to, how did s/he inform the way community engagement scholarship is conducted.

2.   Explain how our knowledge and understanding of community-based partnerships are different as a result of this nominee’s efforts?

**II. In 400 words summarize the nominee’s contribution to a) collaborative work, b) and how that work generated significant impacts for society**. [40 points]

1.  Describe how the nominee demonstrated collaboration. Include the specific action(s) addressing those issues attributed to the nominee.

2.  Describe the societal issues and how the work resulted in instrumental impact (such as changes in behavior or services) and/or conceptual (such as theory development or new knowledge) impact and/or built the capacity of communities and educational institutions.

**III. In 100 words describe the capacity of the nominee to participate actively within ACES to offer leadership to understand and resolve major issues in contemporary societies and verify his/her willingness through her/his signature on page one of this form.** [20 points]

1. Based upon your knowledge of the nominee, provide examples of how the nominee could contribute to ACES (e.g. knowledge of societal issues, leadership, organization, planning, analysis, organizational development and management, etc.)
2. Please provide verification that the nominee understands the purpose of ACES, the rights and responsibilities of an ACES member, and is willing to serve as an active member by having the nominee **sign in the appropriate location on the nomination form**.

**RESUME/CV/SUMMARY AND SUPPORTING MATERIAL**

Please provide a resume or CV or summary for your nominee that identifies key accomplishments relevant to this nomination (highlight or otherwise note these on the resume or CV) AND 3 types of supporting material that do not exceed a combined total of 5 pages for the supporting materials.

These supporting materials might include endorsements and/or evidence of the nominee’s commitment to engagement via letters of support from community and educational institution colleagues that describe the quality of the engaged scholarship, quality of the collaboration, reciprocity, mutual benefit, and/or roles of community and academic partners.Supporting documents might also describe the impact of the partnership, using such things as summaries of external evaluations, news releases, scholarly products including community articles and presentations, descriptions of video stories with a link, etc. Websites may be used to illustrate accomplishments.

**ABSTRACT**

Please provide a 150-word abstract of the nominee’s qualifications for ACES membership. This abstract will be used in induction ceremony, website, and other materials reflecting ACES members.