

**TYSON FOODS INC. SUPPORT PERSONNEL AWARD**

[Cara Robison](#), Chair (2022)  
 Rebecca Wysocky (2021)  
 Jason T. Lee (2023)  
 April W. Levy (2023)  
 Phillip A. Smith, Tyson Representative  
 Nickki Tillman, Board Liaison

**BOARD OF DIRECTORS' LIAISON:**

**Nickki Tillman**  
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**COMMITTEE CHARGES:**

- This committee oversees the selection of a recipient of the award according to the following guidelines and schedules.
- Please review the guidelines (below) from the PSA Constitution, working closely with the Tyson Foods Inc. Representative. If changes are needed, provide written recommendations to the Board Liaison before the Mid-Year Meeting in January.
- Actively solicit nominations (November through March). Special consideration for solicitations should be done to encompass the breadth of the PSA membership domestically and internationally.

**CONFLICT OF INTEREST:**

- If a committee member or a current student of a committee member is nominated for the award or if a committee member has nominated someone for the award, the chair asks the committee member to step down until after the winner has been named and the Board Liaison serves as a voting member.

**SUMMARY OF IMPORTANT DEADLINES AND INSTRUCTIONS:**

**June and July:** First Vice-President contacts committee chair and names new committee members.

**August and September:** President charges committees.

**November and December:** *Committee members* under the direction of the chair should ***actively recruit award nominees.***

**December 1:** *Chair provides* a written report to Board Liaison giving number of nominations received to date; this initial report to the Board is for information only and is not binding.

**March 1: Deadline** for posting nomination applications on electronic submission site. **Chair reminds** committee members to begin the review process.

**April 1: Deadline for Chair to submit** award recipient name and recommendations to Sam Shafer, Communications Specialist ([sam.shafer@poultryscience.org](mailto:sam.shafer@poultryscience.org)).

**April 15: Deadline** for approval of recommendations, and if an issue is forthcoming, the PSA Board of Directors will vote on Committee's recommendations; in most cases this is a *pro forma* action.

**May 1: Chair contacts winner(s) and nominator(s)** to determine if candidates accept. **Chair instructs** candidates to submit – **by May 15** – their Social Security Number (SSN), electronic biography, and digital picture for poster presentation at the meeting and for publication in *Poultry Science* to Sam Shafer, Communications Specialist ([sam.shafer@poultryscience.org](mailto:sam.shafer@poultryscience.org)).

- **Format** for digital photo: 300 dpi in Tiff or pdf. If a photo must be scanned, the original photo should be a clear headshot (of at least 2 x 3 in), labeled on the back with award and candidate name, mailed to the PSA office.

**May 1:** Once the recipient has accepted, **Chair notifies** all nominators of unsuccessful candidates and, where appropriate, encourages re-submission the following year.

**May 15: Deadline** for biography and picture to be sent by award winner. **Deadline** for final written report to Board Liaison for presentation at the summer Board of Directors Meeting.

**July: Award sponsor (if not available, Committee Chair)** announces award winner at the Awards Banquet. The award announcement and presentation are **restricted to two minutes**.

#### **Director. of Business Operations**

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#### **Communications Specialist**

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### **RELEVANT INFORMATION FROM THE APPENDIX TO THE PSA CONSTITUTION:**

#### (u) Tyson Foods Support Personnel Award

- (1) This is an award of \$1,000 and a certificate given annually to a farm worker, laboratory technician, or extension assistant, in recognition of outstanding support of poultry science research, extension, or teaching programs.
- (2) The nomination packet shall consist of the following: a nomination letter of not more than three pages, three supporting letters, one-page resume, job description, and two supporting documents of the nominator's choosing (e.g., coauthored papers, evidence of quality of work). Nomination packets are to be submitted electronically via the PSA awards website by March 1 prior to the Annual Meeting at which the award is to be given.
- (3) Scoring: The following scoring system is used for judging:
  - a. High levels of technical knowledge and is valued as a team member (10%).
  - b. Notable contributions to overall program (e.g., cost savings, animal welfare improvements, enhanced workplace efficiency) (30%).
  - c. Unique qualifications possessed by nominee for said position (e.g., additional training, certifications, education, and skills) (30%).
  - d. Commitment and enthusiasm and requires minimal supervision (10%).
  - e. Willingness to assist and advise students, faculty, peers or others and provide meaningful input into projects (10%).
  - f. Other (e.g., University representation and service, discoveries, patents, professional memberships) (10%).